

COMNAVCRUITCOMINST 1130.8M
20 Jul 2022

NAVY RECRUITING MANUAL

ENLISTED



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DEPARTMENT OF THE NAVY
NAVY RECRUITING COMMAND
5722 INTEGRITY DR.
MILLINGTON, TN 38054-5057

COMNAVCRUITCOMINST 1130.8M
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FOREWORD

This manual publishes the Navy Recruiting Command (NAVCRUITCOM) enlisted personnel recruiting manual. This is a complete revision and should be reviewed in its entirety. Administrative changes in format per Chief of Naval Operations (CNO) Directives Management Manual (OPNAV 5215.17A), including clarification of required and optional language has been added.

This manual cancels COMNAVCRUITCOMINST 1130.8L.

This manual, which is effective immediately, is applicable to NAVCRUITCOM and all Navy recruiting activities.

This manual is not cleared for public release and is available electronically only, via the MPTE Portal: <https://mpte.navy.deps.mil/sites/nrc/NRC%20Directives/Directives> or via NAVCRUITCOM Records Manager.

Forward recommended changes to this instruction, together with justification, using a completed OPNAV 5215/40 Review of Instruction via e-mail to NAVCRUITCOM Records and Information Management (00SD) at: MILL.CNRC_HQ0SAdmin@navy.mil.

Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the Department of the Navy Assistant for Administration, Directives and Records Management Division portal page at <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact the local records manager or the OPNAV Records Management Program (DNS-16).

Per OPNAVINST 5215.17A, NAVCRUITCOM Policy and Waivers Division (N35) will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if this instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.

/s/
K. S. SULLIVAN

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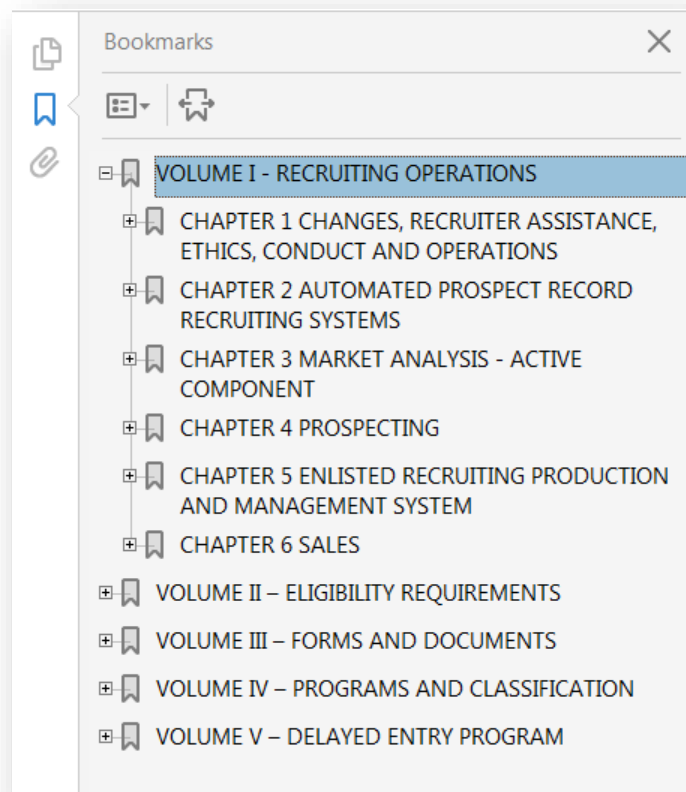
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2. Click on View in the Top Menu
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CHAPTER 1
CHANGES, RECRUITER ASSISTANCE, ETHICS, CONDUCT AND OPERATIONS

SECTION 1
CHANGES TO COMNAVCRUITCOMINST 1130.8

010101. Recommended Changes

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

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

(2) Recommended changes will be typewritten, legibly printed, or legibly handwritten. Navy recruiting personnel will copy and complete exhibit 1-1 Recommended Change To COMNAVCRUITCOMINST 1130.8, when submitting change recommendations to NAVCRUITCOM N35. This form is located on the NRC SharePoint portal. Change recommendations received via any format other than exhibit 1-1 will not be accepted. Change recommendations received without proper routing via the chain of command or endorsements will not be accepted. Address recommended changes to:

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

Note: Provide an information copy to:

Navy Recruiting Command (N7)

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

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

RECOMMENDED CHANGE SUBMISSION DOCUMENT

Recommended Change to COMNAVCRUITCOMINST 1130.8	
	_____ (Date)
From:	_____
To:	Commander, Navy Recruiting Command, Policy and Waivers Division (N35) 5722 Integrity Drive, Millington, TN 38054-5057
Via:	(1) (Submitting Member's Immediate Supervisor's Title) (2) (Submitting Member's Commanding Officer)
Subj:	PROPOSED CHANGE TO COMNAVCRUITCOMINST 1130.8, Chapter _____, Section _____
1. Applicable page(s)	_____, paragraph(s) _____ (Include all pages and paragraphs, which will be affected by the recommended change.)
2. Recommended change:	_____ _____ _____ _____ _____
3. Justification:	_____ _____ _____ _____ _____
	_____ Signature
Copy to:	DIR, NTT
	1 of 2

Recommended Change to COMNAVCRUITCOMINST 1130.8	
First Endorsement	
	_____ (Date)
From: (Submitting Member's Immediate Supervisor's Title)	
To: Commander, Navy Recruiting Command (N35)	
Via: (Submitting Member's Commanding Officer)	
1. Forwarded, recommending _____	
2. Comments: _____	

_____ (Signature)	

Second Endorsement	
	_____ (Date)
From: (Submitting Member's Commanding Officer)	
To: Commander, Navy Recruiting Command (N35)	
1. Forwarded, recommending _____	
2. Comments: _____	

_____ (Signature)	
2 of 2	

SECTION 2
ASSISTANCE TO RECRUITERS

010201. Recruit Public Affairs Office

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

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

Note: Refer to chapter 5, for information regarding transient personnel units (TPUs) for prior service veterans not required to attend recruit training.

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

Inspector General
COMNAVCRUITCOM 00IG
5722 Integrity Drive
Millington, TN 38054-5057
Comm: (901)874-9030/33 DSN: 882
Hotline: (888) 247-9321 FAX: (901)874-9047

c. Emergency situations should be referred to:

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

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

010202. Interpretations of Content

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

b. All Navy applicants will be processed per this instruction. If their eligibility circumstances do not fall within the parameters described herein, they will not be processed.

010203. Recruit Record

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

Chief in Charge
Customer Service Detachment
ATTN: Recruit Receipts
2605 Kansas Street
Great Lakes, IL 60088-5522

SECTION 3
PUNITIVE APPLICATIONS OF COMNAVCRUITCOMINST 1130.8

010301. Content. This manual is published as COMNAVCRUITCOM Instruction 1130.8 to prescribe enlistment eligibility requirements, provide information on various enlisted programs available to applicants for naval service, prescribe procedures for the enlistment and processing of men and women into the United States Navy Active Components (ACs) and Reserve Components (RCs), and to govern the actions and conduct of all personnel connected with the recruitment and enlistment processing of Navy applicants.

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

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

SECTION 4
MILITARY CONDUCT ON RECRUITING DUTY

010401. Overview. Personnel assigned to recruiting duty serve as professional representatives of the Department of the Navy (DON) within the communities they are assigned. As ambassadors of the United States Navy, the conduct and actions of recruiting personnel must be above reproach to ensure they and the Navy are held in high regard by the general public. Conduct and actions which degrade the public trust or brings discredit to the member or the Navy will not be tolerated. This section provides general information concerning ethical recruiting practices and conduct in the performance of recruiting duties.

010402. Acceptance for Enlistment or Reenlistment. Applicants who meet prescribed standards are acceptable for enlistment or reenlistment. No applicant will be refused enlistment because of race, color, religion, national origin, or gender, if otherwise qualified per the provisions of this instruction.

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

010404. Conduct with Applicants. 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 to enlist or reenlist. Rejected applicants must be made to feel their interest in the Navy is greatly appreciated.

a. Sexual Harassment, Fraternization and Discrimination

(1) Navy 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) Navy recruiting personnel are prohibited from communicating with a prospect, applicant, Future Sailor, their family via any personal social media, cell phone, or texting. Professional contact is approved only via command approved recruiting social media pages, profiles, office phones, government issued cell phones, or email accounts.

(3) Navy recruiters conduct will be above reproach at all times. Vulgar, sexually explicit, or obscene language or conduct is unprofessional and prohibited. Further, applicants

will never be made to feel a recruiter, or member of Navy recruiting 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.

(4) It is imperative that all Sailors, civilian employees and Future Sailors of the command understand the Navy policy on fraternization, discrimination and sexual harassment. Commanders at all levels will ensure every member under their charge has been provided fraternization, discrimination, and sexual harassment training and education per the current Navy order.

b. Information and Instructions to be given to Applicants and Enlistees. NAVCRUITCOM must find able-bodied, spirited individuals who can endure rigorous training, accept discipline, respond to sound leadership, and perform their duties in a competent manner. The purpose of enlistment screening and processing is to determine if applicants fit these general criteria, and to ascertain if they have the potential to serve as Sailors. Recruiting personnel will carefully inform applicants and new enlistees of the Navy's zero tolerance policy for Sexual Harassment, Fraternization and Discrimination.

010405. Recruiting Ethics

a. Interaction with Applicants and the General Public

(1) Recruiting personnel must provide fact based information when giving information or responding to questions regarding Navy service and enlistment opportunities.

(2) All persons recruiting personnel come in contact with must be treated with courtesy, respect and dignity.

(3) Recruiting personnel will strive to provide the best customer service possible in the performance of their recruiting duties.

(4) Recruiting personnel must maintain a professional demeanor when confronted with anti-military or confrontational individuals.

(5) Recruiting personnel are also responsible for tactfully informing applicants found not best qualified for Navy service of the specific reasons they are not qualified or competitive for enlistment, and they will be made to feel their interest in serving in the United States Navy is greatly appreciated.

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 by contacting or sending correspondence to DoD, DON, CNO, BUPERS, NAVCRUITCOM, or to a political representative could assist in gaining enlistment preference or overcoming the reason for their rejection. All applicants will be evaluated on their individual merits and qualifications alone 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) Enlistment incentives, bonus programs, college fund "kicker"
- (b) Geographical or duty stations
- (c) Advanced pay grade or promotions
- (d) Educational opportunities
- (e) Meaning and requirements of military service obligation (MSO)

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

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

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

(6) Recruiting personnel will use their chain of command to address issues or questions posed by rejected applicants that the recruiter is unable to address.

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, applicant, and member of the Delayed Entry Program (DEP) or Selected Navy Reservist (SELRES) awaiting IADT system regarding enlistment 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.

(2) Informal conversations with defense attorneys, 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 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 opportunities is prohibited with anyone who is currently incarcerated.

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

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

(6) Recruiting personnel 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 or DEP member.

d. Reporting Recruiting Irregularities. Organizational reporting procedures for incidents of recruiting malpractice or misconduct are set forth in the current edition of COMNAVCRUITCOMINST 1137.3. In addition, Navy recruiting personnel who become aware of or suspect recruiting irregularities will report such activities to their immediate superior. NAVCRUITREG commanders, NAVTALACQGRU 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 district commanding officer, 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.

010406. Screening of Applicants

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

b. Gang Association. Applicants who disclose or who are suspected of gang association will be interviewed by the commanding officer to determine degree of participation and ability to maintain a satisfactory pattern of conduct. Applicants who have affiliated with gangs should not be denied enlistment based on that affiliation alone. However, applicants who have a history of criminal activity or violence associated with gang activity are not enlistment eligible. Refer to [chapter 2, section 020804](#) for applicants with gang tattoos.

c. Supremacist or Extremist. Applicants who participated in supremacist or extremist organizations, reveal any extreme prejudice or vices against any individual(s), or have a history that they illegally denied the rights of any individual or group are not enlistment eligible. Refer to [chapter 2, section 020804](#) for applicants with extremist group tattoos.

010407. Non-Solicitation of Certain Individuals

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

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

c. Recruiters will not actively solicit enlistment of registrants known to have been deferred from training and service under the Universal Military Training and Services (UMT&S) Act, USC Title 50, Section 451, as they are engaged in endeavors considered necessary to the maintenance of the national health, safety, or interest. This does not bar the enlistment of such individuals who volunteer on their own initiative. The foregoing also applies to solicitation of members of components of other branches of the armed forces or the National Guard.

010408. Fraudulent Enlistment

a. 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. Inform applicants who state they have had no previous military service that, should they conceal such service, the fact will become known as soon as their enlistment documents reach the Department of the Navy, and they will be subject to disciplinary action or discharge for fraudulent enlistment.

b. Wrongful Influence and Coaching of Applicants. Recruiters are responsible for ensuring applicants fully disclose their complete medical treatment history, all involvements with civil and police authorities, and accurate dependency status prior to scheduling applicants for enlistment or accession processing. All medical treatment history, police involvement disclosures made by the applicant, including changes in dependency status will be reported and documented on the appropriate enlistment forms. Any attempt to influence an applicant to not disclose or accurately report any disclosure during the enlistment process is strictly prohibited. Coaching applicants to falsify information on enlistment documents, to conceal information during their enlistment processing, or providing guidance to elude rejection for enlistment is unethical and will not be tolerated.

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

010409. Privacy Act and Freedom of Information Act (PA and 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 for enlistment 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 NAVTALACQGRU chain of command.

010410. 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 properly safeguarded per current Navy PII policy and guidance.

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

c. Individuals asked to supply information for a system of records, e.g., Sales Force system, must be advised of the subparagraphs 010410c(1) through 010410c(3).

(1) Authority for collection of information

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

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

d. The Privacy Act statement located on the applicant record can be used for this purpose. For additional details and guidance concerning the PA and FOIA, recruiters will consult NAVCRUITCOM Judge Advocate General (00J) via their respective chains of command.

010411. Safeguarding Applicant Information

a. Non-Divulgence. Information regarding an applicant will not be divulged to any source outside the Navy, except properly authorized USMEPCOM personnel. This requirement extends to information obtained verbally or in response to written request(s), e.g., test scores, character, employment, school, and police reference checks. It is expressly intended that the applicant and their 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 an applicant file or files from the Navy office to the Navy Talent Acquisition Group (NAVTALACQGRU), or to MEPS, provided all of the requirements listed in subparagraphs 010411b(1) and 010411b(2) are satisfied.

(1) Place each application file in a sealed envelope bearing the Navy office seal or stamp with a signature across the seal or stamp.

(2) The application file (s) must be delivered to the MEPS liaison petty officer (MLPO), or person designated in writing on the envelope, that will ensure the envelope is still completely sealed and bears no evidence of tampering. If the receiving person suspects the file has been opened or tampered with, the person must immediately contact the referring recruiter for verification of enlistment data.

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. Uniforms and Grooming Standards

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 exceptions listed in subparagraphs 010502b(1) and 010502b(2).

(1) The prescribed uniform for recruiting personnel, officer and enlisted, appearing at any official or formal event such as a career fair or conference, television appearance, 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 new Future Sailors.

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

d. Grooming Standards. Recruiting personnel are responsible for maintaining a professional military appearance and adhering to prescribed military grooming standards.

010503. Hours of Operation, Navy Recruiting Command. Commanding officers will prescribe working hours for Talent Acquisition Onboarding Centers (TALACQONBDCTRs), Navy Recruiting Stations (NAVCRUITSTAs) and support offices. Consideration will be given to staggering the working hours to permit offices to remain open during peak recruiting hours of the day.

010504. Sending Recruitment Information or Material to a Foreign Country

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

b. Sending recruitment information or material to a foreign country without consent of the country concerned is a violation of international law and is prohibited regardless of the

communication media used. However, recruitment information or material may be given to foreign nationals visiting U.S. bases overseas, U.S. territories, or appearing in person at Navy recruiting stations.

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

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

010505. Navy Recruiting Station 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 or 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 NAVTALACQGRU security officer annually or upon the departure of any recruiter assigned to the NAVCRUITSTA.

c. Government Travel Requests (TR), Bulk Tickets, Meal Tickets. A security container which meets the requirements set forth for testing materials will be utilized to store transportation and meal tickets. Accountability of these items must be maintained and the NAVCRUITSTA will maintain a log containing the items listed in subparagraphs 010505c(1) through 010505c(6) as a minimum.

(1) TR or bulk ticket log

(2) Serial number of government travel tickets

(3) Name of person using ticket

(4) Origin

(5) Destination

(6) Date of issue

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

010506. Computers

a. Physical security standards will be implemented per current OPNAV directives. The NAVTALACQGRU systems administrator (SYSAD) is responsible for maintaining full accountability of all ADP hardware and software. Additionally, the physical security measures listed in subparagraphs 010506a(1) through 010506a(3) will be taken.

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

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

(3) All mobile recruiting devices and mobile Recruiting Initiative (MRI) peripheral devices will be operated and safeguarded per COMNAVCRUITCOMINST 5239.4.

010507. Instructions, Publications and Reports

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

b. The NAVTALACQGRU administration department will provide a list of required directives needed in the NAVCRUITSTA. In addition to these directives, NAVCRUITSTAs will, at a minimum, maintain the publications listed in subparagraphs 010507b(1) through 010507b(7).

(1) Basic Military Requirements (NAVEDTRA 80054)

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

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

(4) Navy Drivers Handbook (NAVFAC NO 403)

(5) Current ZIP Code directory (if available)

(6) City directories (if available)

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

010508. Vehicles. All guidance concerning NAVCRUITCOM motor vehicles is found in the Logistics Support Manual, COMNAVCRUITCOMINST 4400.1.

SECTION 6
THE RECRUITING PROCESS

010601. Purpose

a. The systematic recruiting process provides a framework in which the recruiter is to operate and is critical to a successful tour of duty; however, it is not a substitute for good leadership or sound judgment. The remainder of this instruction will explain this process in-depth. An overview of each system is listed in subparagraphs 010601a(1) through 010601a(8).

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

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

(3) Screening. The process of evaluating a prospect's eligibility as defined in chapter 2 of this instruction and aids in eliminating those prospects who do not meet the requirements.

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

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

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

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

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

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

CHAPTER 2
ELIGIBILITY REQUIREMENTS

SECTION 1
BASIC GUIDELINES

020101. Recruiters Guidelines

a. Eligibility Requirements. The recruiter must physically sight the basic enlistment eligibility requirements (BEERs) discussed throughout this chapter before scheduling any applicant for testing, enlistment or affiliation processing.

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

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

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

(2) Any non-prior service applicant who appears to be eligible should be given an Enlistment Screening Test (EST) to determine whether formal processing should continue. The EST is not required for applicants with valid and qualifying Armed Services Vocational Aptitude Battery (ASVAB) scores.

(3) During the interview, the recruiter should strive to answer the applicant's questions and provide appropriate information, including an explanation of the Navy's "Stay in School" policy, if applicable.

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

d. Religious Accommodations. All applicants must be informed of uniform and grooming policies and Navy religious accommodation policy and documented using NAVPERS Form 1070/13, Accommodation of Religious Practices.

(1) Applicants or DEP personnel who indicate no desire to request a religious accommodation may process or access normally with NAVPERS Form 1070/13, Accommodation of Religious Practices retained per this manual. Applicants or DEP personnel who indicate a desire to request an accommodation must be given the opportunity to do so. The request must be routed and adjudicated prior to further processing or being accessed.

(2) Religious accommodations must be completed 7 days from the date the requestor submitted the request to their immediate commander (NAVTALACQGRU CO). BUPERSINST 1730.11A lists specific religious accommodations and approval authorities. Additionally, it contains a sample format (template) for use by the requestor and also for the Navy Chaplain who must conduct an interview by any means available and produce a memorandum. Routing will be as listed in subparagraphs 020101d(2)(a) through 020101d(2)(d).

(a) For religious observances, dietary practices, requests for religious head coverings during recruit training or Officer Training Command (OTC), use of alternative immunizations, and uniform, grooming, or religious apparel accommodations that do not require waiver of DON policy (e.g., full coverage swimwear), the NAVTALACQGRU (05 CO) routes request to RTC/OTC (06 CO) as approval authority, via ISIC (06 Commodore). Requests will include copies to NAVCRUITCOM (N00, EA, COS, and N3) and Naval Service Training Command (NSTC).

(b) Any request for beards during recruit training or officer training, unshorn hair and all other requests that require a waiver of Navy policy, the NAVTALACQGRU (05 CO) routes request to CNO N1 as approval authority, via the ISIC (06 Commodore) and RTC/OTCN CO. RTC/OTCN CO will send the recommendation directly to CNO N1. Requests will include copies to Navy Education Training Command (NETC), NAVCRUITCOM (N00, EA, COS, and N3) and NSTC.

(c) All religious accommodation cases forwarded from an 06/ISIC or RTC/OTC to CNO N1 for adjudication must be forwarded within seven days from the date the requestor submitted the request to her/his immediate commander, and will be expeditiously adjudicated in line with BUPERSINST 11730.11A, SECNAVINST 1730.8B, AND NAVPERS 156651.

(d) Written notification should be given to the requestor within five days upon any decision, modification, suspension, or revocation of a waiver of policy.

020102. Character. Applicants must be able to demonstrate, at the time of enlistment, that they're capable of maintaining a satisfactory pattern of conduct. Individuals who are not of the highest moral character would be a liability as a member of the Navy. An individual's acceptability, insofar as character is concerned, will be determined at the time of application, and after a careful review of their completed file.

020103. Basic Requirements

a. Applicants must meet the specific eligibility requirements listed in subparagraphs 020103a(1) through 020103a(8) to be considered qualified for contracting for service in the U.S. Navy:

(1) Be 18-39 years of age (17 with parental permission) for service in the AC or RC. In no case will a non-prior service applicant who has reached their 40th birthday be allowed to access into the AC. See chapter 2, section 2 for additional guidance.

(2) Be a U.S. citizen, permanent resident alien, or U.S. non-citizen national. See chapter 2, section 3 for additional guidance.

(3) Possess a Social Security card. See chapter 2, section 4 for additional guidance.

(4) Be a high school diploma graduate (HSDG/Tier 1) or meet Tier 2 education criteria. Be proficient in reading, speaking, writing, and understanding the English language. See chapter 2, section 5 for additional guidance.

(5) Have no more than two dependents under the age of 18. If single, applicant must not have custody of a dependent if processing for enlistment in both the AC and RC. See chapter 2, section 6 for additional guidance.

(6) Score at least 31 on the Armed Forces Qualification Test (AFQT). Applicants with AFQT scores less than 50 must be HSDG TIER 1. See chapter 2, section 7 for additional guidance.

(7) Pass a physical examination. See chapter 2, section 8 for additional guidance.

(8) Not be under civil restraint, a substance abuser, nor have a pattern of minor convictions or any misconduct or major misconduct convictions (waivers may be granted depending on number and severity). Applicants with lawsuits pending by or against them must not be enlisted without prior approval by NAVCRUITCOM 00J; see chapter 2, sections 9.

b. Additional qualifications for each enlistment program are contained in chapter 10.

c. Waiver processing criteria is discussed in section 9 of this chapter.

020104. Legal Enlistment Eligibility Determination Process

a. A Legal Enlistment Eligibility Determination answers the question, "Is this person eligible to enlist in the Navy?" This is required whenever circumstances about an applicant, is indicated in Table 2-1 Mandatory Determinations Reviewing Matrix.

Table 2.1 Mandatory Determinations Reviewing Matrix

MANDATORY DETERMINATIONS REVIEWING MATRIX	
MANDATORY DETERMINATIONS:	DOCUMENTS TO REVIEW:
1. Parental consent. See section 1 for exceptions	Personal statement by the applicant and parent or guardian Court documents Birth certificate
2. Custody determination See section 5 for exceptions	Birth certificate Court documents Personal statement (lived with child or paying child support?)
3. Lautenberg Amendment (Domestic Violence Law)	Court documents Personal statement Police/Investigative narrative *elements of crime
4. Drug related crimes (other than possession of marijuana and drug paraphernalia)	Court documents Police/Investigative narrative Personal statement
5. Sex related crimes	Court documents Police/Investigative narrative Personal statement
6. Negligent homicide	Court documents Police/Investigative narrative Personal statement Possible Call to the district attorney (DA) (underlying circumstances are very important)
7. Release from sentence conditioned upon entering the Navy	Court documents Personal statement May need minutes from court Possible call to DA
8. Violation of Probation (VoP) (Includes violation of any other forms of judicial restraint when there is an adjudicated sentence.)	Court documents VoP Paperwork Personal statement Type of violation? Punished for violation?
9. All major misconduct “felony” offenses, including major misconduct offenses reduced to a lesser charge (must be endorsed by NAVTALACQGRU CO prior to submission)	Court documents Personal statement Possible call to DA Police or Investigative narrative

* In all cases – review of the charges are based on state law and DoD Regulations.

Note 1: Legal Determinations are made by NAVCRUITCOM 00J.

Note 2: Legal Determinations are not, by their nature, discretionary decisions. For example, legal determination for misconduct consists in comparing the information in the package to a DoD-issued matrix of offense codes. Doing this ensures that we apply a uniform standard to all applicants. The important point here is that legal determinations do NOT use the whole-person concept and NAVCRUITCOM 00J cannot change the legal determination based on the quality of the applicant. The only thing that may change a legal determination is additional factual information.

Note 3: If the applicant is determined to be eligible for enlistment, then the spreadsheet will list a legal determination number. This means you may continue to process this person for enlistment in accordance with this manual.

Note 4: If the applicant is determined to be ineligible for enlistment, you may not continue to process this person for enlistment unless otherwise authorized by 00J. For an “ineligible” determination, there will be no legal determination number assigned. Just the reasoning for the ineligibility.

(Waiver requests or decisions come after the legal determination of eligibility has been completed). The legal determination drives whether or not a waiver is necessary.

Note 5: Legal Determinations should be included in the submission of a waiver package to higher authority (i.e., control number, the offense codes, quantities or other reason for ineligibility).

b. Legal Documentation. Verification of original documents must be photocopied, certified as copies of the original document, and the certified copies placed in the applicant's service record and residual file. The NAVTALACQGRU CO will establish a copy certification policy in writing. The armed forces are authorized to copy documents used for eligibility determinations, to include documents which state that it is unlawful to reproduce or copying is not authorized. The copy(s) will have "ORIGINAL DOCUMENT SIGHTED AND REPRODUCED FOR MILITARY RECORDS AND REFERENCE PURPOSES ONLY" written or typed in a conspicuous location to ensure that the original was sighted. Originals will be immediately returned to the applicant.

020105. Automatic (Mandatory) Rejections - Waivers Not Authorized

a. Automatic (Mandatory) Rejections. Application for enlistment or affiliation will be rejected from any individual who:

(1) Is awaiting trial, sentence, on parole, currently serving sentence or punishment, and applicants still under the jurisdiction of a jurisprudence that awarded a sentence or punishment. This includes all criminal and violation proceedings such as traffic or municipal, misdemeanor and felony judicial proceedings.

(2) Has pending civil unpaid fines or court dates. Civil includes divorce, insurance and lawsuit proceedings.

(3) Is on supervised conditional or monitored probation, deferred prosecution or sentence, on a sentence that has suspended jail time or has not completed court requirements such as counseling, driver school, etc.

(4) Has been convicted of trafficking (supplier) of illegal drugs.

(5) Holds religious beliefs conflicting with the principle that voluntary enlistees or re-enlistees are subject to unrestricted service on a 24-hour-a-day, seven-days-a-week basis.

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

(7) Has reservations about upholding and defending the Constitution of the United States, and its guarantees of civil rights and equal protection under the law for all residents of the United States regardless of their race, creed, color, sex, religion, or national origin.

(8) Is pregnant (see chapter 2, section 7 for possible RC eligibility).

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

(10) Is unmarried with physical custody of minor children (see chapter 2, section 5 for exceptions for members processing for service in the RC).

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

(12) Has been convicted of rape, sexual abuse, sexual assault, incest, carnal knowledge, forcible sodomy, sodomy of a minor, prostitution involving a minor, indecent assault, assault with intent to commit rape, assault with intent to commit sodomy, indecent act with a minor, indecent language with a minor, kidnapping of a minor (by a person not a parent), pornography involving a minor, attempt to commit any of the foregoing, conspiracy to commit any of the foregoing, any other sexual offense, or solicitation to commit any of the foregoing.

(13) Participated in any organization that espouses supremacist causes, attempts to create illegal discrimination, advocates use of force or violence against the U.S. government and territories or possessions. Participation also includes engaging in any other activity relating to those organizations or is in furtherance of those organizations' objectives when such activities are detrimental to good order and discipline or mission accomplishment.

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

(15) Is identified as a potential subject in an active criminal investigation.

(16) Has ever tested positive for drugs on a military entrance processing station (MEPS) drug and alcohol test (DAT).

Note: NAVCRUITCOM 00J will determine enlistment eligibility, with or without waiting periods, or mandatory rejection for any applicant who has had charges dismissed or who has been released from probation, suspended sentence, or any other form of civil restraint for the purpose of enlisting or affiliating.

b. Domestic Violence Rejections. Any applicant who has been convicted of a crime of domestic violence will be ineligible for enlistment or affiliation. See chapter 2, section 8 for additional guidance regarding domestic violence. NAVCRUITCOM 00J will render an eligibility determination for any person charged with domestic violence crimes.

020106. Treatment of Rejected Applicants

a. Rejected applicants must be made to feel that the Navy regrets that they cannot be accepted and that their interest in the Navy is sincerely appreciated. Recruiting personnel must take the actions listed in Table 2.2 Treatment of Rejected Applicants.

Table 2.2 Treatment of Rejected Applicants

TREATMENT OF REJECTED APPLICANTS	
If:	Then:
Rejecting an applicant may be cause for disrupting good local community relations.	Send all pertinent information bearing on the situation to the NAVTALACQGRU for consideration and disposition.
Rejecting an applicant is likely to stimulate interest of national or state officials.	Send all pertinent information bearing on the situation to NAVCRUITCOM Enlisted Programs Division (N32) for further action.

b. Inform applicants who are not qualified for enlistment or affiliation:

(1) If applicants are rejected for enlistment or affiliation because of medically disqualifying conditions, the examining physician is responsible for informing the applicant of the disqualifying condition, either in person or in writing. Only physicians may convey medical information concerning a disqualifying diagnosis to the applicant.

(2) If applicants are rejected for enlistment or affiliation for non-medical reasons, the recruiter is responsible for informing the applicant of their disqualification.

(3) Recruiting personnel will not suggest to rejected personnel that by contacting or sending correspondence to DoD, DON, CNO, BUPERS, NAVCRUITCOM, or to a political representative could assist in gaining enlistment preference or overcoming the reason for their

rejection. Recruiting personnel will use their chain of command to address issues or questions posed by rejected applicants that the recruiter is unable to address.

020107. Conduct Requirement for Legal Eligibility Determination

a. Purpose. The moral character of an applicant must be determined:

(1) To prevent enlistment of persons whose social habits, such as theft, arson, resistance to authority, etc., are a threat to unit morale and cohesiveness.

(2) To screen out persons who would likely become serious disciplinary problems in the Navy, and who would consequently divert resources from the performance of military missions.

(3) To assure enlistees and their parents that the enlistee will not be serving in an organization that accepts persons with undesirable criminal behavior or histories.

b. Criteria. Applicants with no criminal convictions, fines, or periods of restraint are morally eligible for enlistment; however, any voluntarily disclosed, self-admitted, or recruiter discovered form of police or criminal involvement by an applicant warrants further investigation and may be grounds for disqualification. In such cases, conduct waivers may be considered per chapter 3.

c. Definitions. The court-related terms listed in subparagraphs 020107c(1) through 020107c(10) are defined to assist in determining an applicant's qualifications.

(1) Adverse Juvenile Adjudication

(a) 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

1. Regardless of whether sentence was then imposed, withheld, or suspended, and,

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

(b) 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."

(c) 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 Tables 2.14 through Tables 2.17 Uniform Guide List for Typical Offenses, 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. A sentence of a specific amount of labor to be performed for the benefit of the community at large. Community service is a form of fine or restitution, but is not a form of restraint. Applicants who have been directed by judicial authority to perform community service are ineligible for enlistment until such service has been completed and the appropriate waiver has been granted. No person will perform any type of Community Service at any Navy Recruiting Office or recruiting facility. No exceptions.

(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":

(b) Regardless of whether sentence was then imposed, withheld, or suspended.

Note: As a general rule of thumb, any requirements imposed by judicial authorities will be viewed as a conviction for enlistment purposes. Pretrial intervention or diversionary programs will be considered a "conviction". Similarly, requirements imposed by law enforcement officials, (e.g., police, sheriffs, deputy sheriffs, or state troopers), will be viewed as a non-judicial administrative action. The key question is: "Was there involvement by judicial authorities?"

(c) 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 decision level.

(5) Felony (also referred to as a “major misconduct” offense in this manual).

(a) A "felony" is defined as a conviction or adverse adjudication by civil authorities (foreign or domestic), or action taken which is tantamount to a finding of guilty of an offense for which the maximum penalty is confinement under state or local law exceeding one year. Refer to offenses listed in tables 2.14 through tables 2.17 for general felony offenses.

(b) An offense is classified a "felony" without regard to the offender's age when the offense was committed, or whether the offense was disposed of by juvenile or adult criminal proceedings. A felony charge that is adjudicated as a felony which is amended later to a lesser offense classification will be considered a felony for enlistment waiver purposes. Any applicant arrested, charged, cited, or adjudicated with a felony offense regardless of final offense disposition or adjudication rendered by any court or civil authority must be referred to NAVCRUITCOM 00J for a mandatory NAVCRUITCOM offense classification determination.

(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 affiliation processing.

(7) Probation. Probation is the suspension of a sentence of an individual convicted of an offense. The suspension of sentence will usually always require the individual to abstain from further unlawful activity during the period of probation and may or may not include other conditions imposed by the convening civil authority or court. The term unconditional or unsupervised probation is used to define a period of probation where the individual has no restrictions concerning freedom of movement, no future reporting requirements, no outstanding balance of fines, restitution or community service to be fulfilled, or any other tangible condition that would restrict the individual's ability to join and serve in the armed forces. Supervised or conditional probation is defined as any imposed condition that would restrict the individual from joining the armed forces due to movement restrictions, reporting requirements, unpaid balances of fines or restitution, or remaining community service requirements to be fulfilled.

(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 in these cases.

(9) Domestic Violence. Domestic violence is incompatible with military service and contrary to the Navy's core values.

(a) 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.

(b) 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.

(10) Domestic Violence Rejections

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

(a) Applicants who have convictions for domestic violence, as defined in Title 18 U.S. Code sections 921 and 922 as discussed below, are ineligible for services. There are exceptions to the rule, which are discussed below. Navy recruiting personnel will apply this rule to both felony and misdemeanor convictions for domestic violence. Domestic violence offenses may also include, but are not limited to, assault, assault and battery, and disorderly conduct convictions in which the perpetrator and victim meet the conditions of the domestic violence rule. The domestic violence rule must be applied regardless of whether or not the individual was charged with domestic violence.

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

1. Current or former spouse, parent or guardian of the victim; or
2. The perpetrator and victim are parents of a child; or
3. The perpetrator cohabitated with the victim as a spouse, parent or guardian; or
4. The perpetrator was serving in a role similar to spouse, parent or guardian of the victim.

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

(d) This rule does not apply to summary court-martial convictions or the imposition of NJP (article 15, UCMJ) for domestic violence. These are not considered convictions for purposes of this rule.

(11) DEP Members. The same steps delineated in subparagraphs 020107c(1) through 020107c(10) must be followed for all members of the Delayed Entry Program. Any Future Sailor who was convicted of a crime involving domestic violence will be discharged. Commanding officers will ensure that all Future Sailors are apprised of this policy in a timely manner.

(12) Persons under unconditional or unsupervised probation are not enlistment eligible. Persons under conditional or supervised probation from deferred prosecution or sentence are not eligible to process for enlistment until the end of the probation period.

(13) Enlistment as an Alternative to Prosecution. Applicants may not enlist as an alternative to criminal prosecution, indictment, incarceration, parole, probation, or other punitive sentence. They are ineligible for enlistment until the original assigned sentence would have been completed. Contact NAVCRUITCOM 00J for review if questionable.

d. Documentation of Conduct Qualification. The applicant is the primary source by which the recruiter gathers information on conduct qualification for enlistment. The use of standardized forms may validate and clarify an applicant's statement, or reveal further involvement. Documentation revealing lesser involvement; however, will not be used to contradict self-admitted information without clear evidence refuting the applicant's understanding of events. Documents used for verification are listed below.

(1) DD Form 369 Police Record Check. This form facilitates police record checks when required by this manual. Instructions for completing the DD Form 369 can be found in section 040206.

(2) MEPCOM Form 601-23 Report of Additional Information. MEPS personnel prepare this form for the recruiting service to report additional information required for enlistment qualification. For example, an applicant discloses additional information or indicates improper recruiting procedures during the MEPS interview, or the MEPS medical officer discovers additional medical information affecting an applicant's physical qualification. These reports must be resolved prior to continued enlistment processing. The NAVTALACQGRU CO responds to the report by:

(a) Notifying the MEPS that the additionally disclosed information has been considered, and

(b) Providing instructions regarding further processing of the applicant.

e. Civil Restraint

(1) Eligibility

(a) Ineligible. Applicants under any form of judicial restraint (bond, probation, imprisonment, or parole) are ineligible for enlistment. Do not begin processing an applicant during a period of unsupervised, unconditional, supervised, or conditional probation. Waiver of this restriction is not authorized.

(b) Eligible. Applicants are eligible for enlistment upon successful completion of unsupervised unconditional probation. The term "unsupervised unconditional probation" is

defined as a probationary status imposed by a criminal or juvenile court that places no conditions upon the individual.

(2) Mandatory Waiting Period After Civil Restraint. Processing of applicants who have been on any type of civil parole or supervised conditional probation is subject to the conditions listed in subparagraphs 020107e(2)(a) through 020107e(2)(c).

(a) Processing must not begin during the probationary or parole period.

(b) Applicants completing their original full term of parole or supervised, conditional probation are eligible to begin processing.

(c) Applicants who are released early from parole or supervised, conditional probation are ineligible to begin processing until the criteria specified below are met:

1. After the time their original full term of parole or probation would have terminated,

2. After a three month waiting period for early release from parole or probation for major misconduct convictions, or

3. After thirty days for early release from parole or probation of misconduct or lesser convictions.

(3) 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 mandatory waiting periods listed in subparagraphs 020107e(2) and 020107e(3) cannot be waived.

f. Special Provisions For Applicants Charged With Crimes Involving Physical Violence

(1) Applicants charged with domestic or family violence require a NAVCRUITCOM 00J determination of enlistment eligibility.

(2) **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.

(a) 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, applicant, and member of the DEP or Selected Navy Reservist (SELRES) awaiting IADT.

(b) Informal conversations with defense attorneys, 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 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.

020108. 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 or Divorces are examples of a civil suit (lawsuit). Applicants who may be required to appear in court as witnesses or who have lawsuits pending by or against them must not be enlisted without prior approval of NAVCRUITCOM 00J.

(2) Procedure. Submit requests for enlistment eligibility determination of applicants who are involved in civil suits to NAVCRUITCOM 00J. A complete pre-enlistment kit is not required.

(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 or insurance company indicating whether the applicant needs to be present or waives his presence at the hearing.

b. Approval granted by NAVCRUITCOM for a pending lawsuit must be documented using the DD Form 1966, section VI, remarks, entry:

(Date): PHONCON between (Name and Rank) of NAVTALACQGRU (Name of NAVTALACQGRU) and (Name and Rank), NAVCRUITCOM 00J on (date) authorizes enlistment notwithstanding pending civil suit (lawsuit).

(Signature of NAVTALACQGRU CO, MLPO or EPDS)
(Name, Rate, Title) By Direction of the CO

020109. Self-Admitted Crimes - NO POLICE RECORD. Self-admitted crimes that were adjudicated offenses will 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 will be classified (charted), processed and waived at the appropriate level per this manual.

020110. Civil Involvement While In DEP. Enlistment and program eligibility determinations are based on the cumulative civil involvement of the individual before and during DEP enlistment. To determine eligibility, add the number of pre-enlistment offenses to the number of offenses committed while in DEP. NAVCRUITCOM 00J will use section 020107 to determine eligibility requirements. Discharge the individual if no longer eligible or if the cumulative number of offenses exceeds NAVTALACQGRU CO waiver limits. Police involvement while in DEP resulting in supervised or conditional probation, parole, or confinement exceeding three days requires a DEP discharge. Any deferred adjudication or suspended jail time exceeding 3 days also require a DEP discharge. Violations while in DEP resulting in a court appearance or fines requires a DEP discharge if final disposition and payment of fines is not possible within the 365 day DEP limit. Previously undisclosed violations discovered while the member is in DEP are to be handled per this article. Refer to chapters 5 and 6 to verify program eligibility.

Note 1: Future Sailors found to have previously undisclosed civil offenses (e.g., undisclosed offenses reported on FBI tech-check reports) or who commit offenses in DEP, which require an enlistment waiver by NAVCRUITCOM must be DEP discharged. Once DEP discharged, there is a mandatory waiting period of 90 days before a waiver request can be submitted for consideration.

Note 2: NAVTALACQGRUs will obtain SAC fingerprint results (sometimes referred to as tech checks) for all personnel entering the DEP and must review and resolve any issues within 30 days of the individual's entry into the DEP. Fingerprint results that reflect unclassifiable must be redone. Any previously undisclosed issues must be resolved by submitting the appropriate waiver or by verifying results as erroneous with the appropriate local authorities. Once these issues are resolved, this information must be forwarded to OPM and SAC results must be retained in the residual record.

020111. Special Provisions for Applicants Charged With Crimes Involving Physical Violence

a. Applicants charged with domestic or family violence require a NAVCRUITCOM 00J determination of enlistment eligibility.

b. 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, applicant, and member of the DEP or Selected Navy Reservist (SELRES) awaiting IADT.

(2) Informal conversations with defense attorneys, 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 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.

SECTION 2
AGE REQUIREMENT

020201. Criteria. All applicants must meet the age standards shown in Table 2.3 Age Standards. The Navy has no obligation to enlist applicants who apply, or to retain members of the DEP or Navy Reserve awaiting IADT orders, if they have not commenced active duty before becoming ineligible due to age. Applicants will not be enlisted if their projected starting date of active duty will cause them to exceed age criteria.

Table 2.3 Age Standards

AGE STANDARDS		
COMPONENT	MINIMUM AGE	MAXIMUM AGE
AC (non-prior service)	18 (17 with parental consent (Note 1, 2))	39 (must report to recruit training prior to 40 th birthday (Note 3))
AC (prior service)	No minimum age	Must be able to complete 20 years of active duty service prior to age 60. (Note 5)
RC (non-prior service)	18 (Notes 1, 2 and 6)	39 Must be gained or report to recruit training prior to 40 th birthday. (Note 3)
RC (prior service)	No minimum age	Must be able to complete 20 years of qualifying service prior to age 60. (Note 4)

Note 1: 17 year old applicants may enlist into the Delayed Entry Program but may not ship prior to their 18th birthday, unless their 18th birthday will occur no later than 60 days from date of shipping. All other notes regarding enlistment of 17 year old applicants still apply.

Note 2: Parental or guardian consent is required if the applicant is unmarried and 17 years old. Married, 17 year old applicants do not require parental or guardian consent. Applicants under 17 are not acceptable for enlistment. Use DD Form 1966, Section VII, for parental or guardian consent.

Note 3: Individuals cannot have reached their 40th birthday at the time of accession onto active duty (AC) or at the time of being gained or reporting to recruit training (RC).

Note 4: The maximum “computed” age for enlistment or reenlistment in the Navy and Navy Reserve is less than 40 years old. To determine computed age, subtract the applicant’s prior years of active duty military service from their calendar age.

Note 5: 17-year old applicants (with parental consent) and high school seniors may enlist in RC programs: NAT and FTS. All other reserve programs require the applicant to be age 18 and not attending high school.

020202. Verification. Table 2.4 Documents for Verification of Age Eligibility lists the documents that are acceptable for verification of age. Original age verification documents must be photocopied, certified as copies of the original document, and the certified copies placed in the applicant’s PRIDE Mod II record. The NAVTALACQGRU CO will establish a copy certification policy in writing.

Note: The armed forces are authorized to copy documents used for eligibility determinations, to include documents which state that it is unlawful to reproduce or copying is not authorized. The copy(s) will have "ORIGINAL DOCUMENT SIGHTED AND REPRODUCED FOR MILITARY RECORDS AND REFERENCE PURPOSES ONLY” written or typed in a conspicuous location to ensure that the original was sighted. Originals will be immediately returned to the applicant for safekeeping.

Table 2.4 Documents for Verification of Age Eligibility

DOCUMENTS FOR VERIFICATION OF AGE ELIGIBILITY
Original birth certificate, a certified copy of the original report of birth, a certificate of birth registration, a certificate in the form of a transcript or abstract from the birth record (See note below).
DD Form 372 (for DEP only and when primary birth verification documents don’t exist)
DD Form 214/215 (unaltered)
DS Form 1350, FS Form 240, FS Form 545, or un-expired I-551
U.S. passport (unaltered and originally issued for at least five years), naturalization papers, certificates of citizenship or documents from government bureaus or departments affixed with a raised seal, which reflect the applicant's full name and date of birth

Note: To be acceptable, certificates must be verified under the method of certification practiced by the government agency concerned and must contain the name of the child, date and place of birth, and date the certificate was filed in the registrar's office (should be within one year of the date of birth). The certificate may include, but is not limited to, seals that are raised, embossed, impressed, or multi-colored. Procedures for completing the DD Form 372 Request for Verification of Birth are explained in section 040208.

020203. Parental Consent

a. Prior to a physical examination for enlistment, 17-year old unmarried applicants must obtain written consent from their parents or guardians. Under no circumstances will an unmarried 17-year old applicant take a physical examination or enlist into the Navy without the proper parental or guardian consent (except emancipated minors). The term "consent of parent(s) or guardian(s)," as used herein, means written consent executed before a notary public, recruiting officer, or recruiter, in the applicable section of the DD Form 1966. The consent will be given by:

- (1) Both parents, if living; or
- (2) The surviving parent if one parent is deceased; or
- (3) The parent granted legal custody in a separation or divorce. Separation or divorce papers are required if both parents don't sign, in order to establish legal custody; or
- (4) The legally appointed guardian if both parents are deceased or if parents were legally separated or divorced and the custody of the applicant was awarded to a person other than one of the parents; or
- (5) Ward of the State. Applicants under custody of a state (i.e. surrogate, family courts) need consent from a court official of that court or the director of the assigned agency. Social workers do not meet this prerequisite; or
- (6) If an applicant is 17 years of age and has been legally emancipated from their parents through court order, parental consent is not required. NAVCRUITCOM 00J must review court order documents prior to scheduling enlistment processing; or
- (7) If one parent has deserted or disappeared, the custodial parent must complete NAVCRUIT 1133/97 Parent/Applicant Declaration of Desertion. Consent of the deserting parent is not required once NAVCRUIT 1133/97 is properly executed. Note that this form must be used only in genuine cases of desertion or disappearance. The custodial parent and the applicant must exhaust all reasonable efforts to locate the other parent before executing NAVCRUIT 1133/97. Single parent consent due to abandonment or desertion of a parent doesn't require NAVCRUITCOM 00J approval. The review and approval of this is the sole responsibility of the Enlisted Processing Division Supervisor (EPDS). Due diligence will be made to ensure the parent's whereabouts is unknown rather than simply unwilling to grant parental consent; or
- (8) Persons giving parental or guardian consent must be positively identified as the bona fide parent(s) or guardian(s) of the 17-year old applicant by verifying birth certificates, court documents or other official government or civil authority documents that establish parenthood or guardianship.
 - b. NAVCRUITCOM 00J approval is required for all parental consent cases other than desertion or abandonment, one parent on birth certificate with no court documents stating differently or death of parent (except when death certificate is unavailable).
 - c. NAVCRUITCOM 00J must approve one of the statements listed in subparagraphs 020203c(1) through 020203c(6), to be used verbatim, as applicable.

(1) Child Born Out of Wedlock - Sole Custodial Parent

I, (PARENT'S NAME), am (APPLICANT'S NAME) (MOTHER or FATHER). (APPLICANT'S NAME)'s (FATHER or MOTHER) and I were never married, and our (SON or DAUGHTER) was born out of wedlock. I am the sole custodial parent and take full responsibility for (HIS or HER) enlistment.

(2) Parent Unavailable To Sign Due To Extenuating Circumstances

I (PARENT'S NAME), am (APPLICANT'S NAME)'s (FATHER, MOTHER, or OTHER INDICATION OF RELATIONSHIP). (APPLICANT'S NAME)'s (FATHER or MOTHER) is absolutely unavailable for signature because (REASON), has so been since (DATE), and is expected to be until (DATE). I take full responsibility for (APPLICANT'S NAME)'s enlistment.

(3) Divorce of Parents

In the Circuit Court of _____, county, state of _____, during the (Month) term, (year), (Mother - Full Name) was granted a divorce from (Father – Full Name) and was given explicit authority to consent to “enlistment in the Armed Forces” of the minor child (Applicant’s Name). Case Number _____ Date: (day/month/year), Judge: (full name).

(4) Guardianship

In the City Court of _____, state of _____, during the (Month) term, (Year), (Guardian Name) was appointed the legal Guardian of the minor child, (Applicant’s Name) on (Date). Case Number _____ Date: (Day/Month/Year), Judge: (Full Name).

(5) Adoption of Applicant

In the Circuit Court of (City) _____, (County), (State) of _____, during the (Month) term, (Year), (Father - Full Name) and (Mother - Full Name) adopted the minor child, (Applicant’s Name) on (Date of Adoption). Case Number _____ Date: (Day/Month/Year), Judge: (Full Name).

(6) Death of Parent

Death Certificate (number), City of _____, County of _____, State of _____, shows that father - (full name), father of (applicant’s name) died at (city) (state), on (day/month/year). Doctor: (full name and title).

d. Verification of Mother’s Name. Use this entry (and modify as necessary) when a mother is giving consent when she has remarried, thus giving her a different last name than the applicant. (NAVCRUITCOM 00J approval not required).

I, (Mother - Last, First, Middle, Maiden Name), state that I am the natural mother of (Applicant's Full Name) born on (Date of Birth). I was remarried on (Date of Marriage) in (City, State) to (Stepfather's Full Name).

(Signature of Parent)

WARNING: Some applicants who know they cannot secure the consent of their parents or guardians to enlist will claim that they have no living parents or legally appointed guardians. However, careful checking by the recruiter will, in most cases, prove these claims to be false.

e. Declaration of Desertion. NAVCRUIT 1133/97 will be used when a 17-year old applicant is enlisting with single parent consent due to the desertion or disappearance of a parent and whose whereabouts are unknown. Use the statement in subparagraph 020203e for all cases involving desertion.

I, (PARENT'S NAME), am (APPLICANT'S NAME)'s (FATHER, MOTHER or OTHER INDICATION OF RELATIONSHIP). (APPLICANT'S NAME)'s (FATHER or OTHER) abandoned our family approximately (NUMBER) years ago, and (HIS or HER) whereabouts are unknown. I take full responsibility for my (SON or DAUGHTER)'s enlistment.

f. Illiteracy. If the parent(s) signing is or are illiterate or physically incapable, the mark representing the signature must be notarized a civilian notary public.

g. Emancipated Minors. 17 year old applicants declared to be "emancipated minors" by the state courts may be accepted for enlistment without parental consent. NAVCRUITCOM 00J must be contacted for an eligibility determination prior to scheduling any enlistment processing. Married, 17-year old applicants do not require parental or guardian consent.

(Date): Parental consent not required due to emancipation by legal or court order or marriage.
(Cross out non-applicable items).

(Signature of EPDS or MLPO)
(Name, Rank, Title)
By direction of the CO

h. When NAVCRUITCOM 00J approves a parental consent and no paragraph applies, use the statement in subparagraph 020203h.

(Date): NAVCRUITCOM legal determination for parental consent approved on (date).
Determination number:

(Name, Rank, Title)

020204. Age Waivers. Waivers of the minimum or maximum age requirements for enlistment contained in this section are not authorized.

020205. Bureau of Vital Statistics Contact Information

a. Mailing addresses and telephone numbers for Bureaus of Vital Statistics are located at <http://www.cdc.gov/nchs/w2w.htm>.

b. Overseas Births. Birth verification for Navy applicants born overseas of American parents can be obtained by ordering a replacement Consular Report of Birth Abroad (FS-240) or Certificate of Birth Abroad (DS-1350) from the U.S. Department of State, Passport Services, and Vital Records Section. The applicant must include a self-addressed return envelope with applicable fees for additional copies. Applicant must provide as much detail regarding their birth (date, place, parent's names, etc.) to assist in the retrieval of birth records. Average processing time is 4-8 weeks.

Mail to: U.S. Department of State
Passport Services Vital Records Section
44132 Mercury Cir
P.O. Box 1213
Sterling, VA 20166-1213
Phone: COMM: 202-485-8300

SECTION 3
CITIZENSHIP REQUIREMENT

020301. Criteria. Only U.S. citizens, U.S. non-citizen nationals, Canadian-born North American Indians, and aliens lawfully admitted for permanent residence, are eligible for enlistment in the U.S. Navy or Navy Reserve. Exceptions exist for citizens from the Territories of Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, Marshall Islands, the Federated States of Micronesia, and Palau.

020302. Verification. Applicants must demonstrate citizenship eligibility for enlistment by providing recruiters official citizenship documents. Original citizenship verification documents must be photocopied, certified as copies of the original document, and the certified copies uploaded into the applicant's PRIDE Mod II record. The NAVTALACQGRU CO will establish a copy certification policy in writing. Refer to Table 2.5 Documents Approved for Verification of Citizenship and Place of Birth for list of verification documents used for citizenship and place of birth verification.

Note: BEERS documents must be uploaded into PRIDE Mod II record. 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) will have "ORIGINAL DOCUMENT SIGHTED AND REPRODUCED FOR MILITARY RECORDS AND REFERENCE PURPOSES ONLY" written or typed in a conspicuous location to ensure that the original was sighted. Originals will be immediately returned to the applicant.

WARNING: Fraudulent citizenship forms or documents must always be considered to be a distinct possibility. NAVTALACQGRU COs will contact NAVCRUITCOM N35 or the nearest United States Citizenship and Immigration Services (USCIS) office if any question of authenticity exists. Responsibility for verifying the authenticity of the alien's documentation, either by requesting a COMNAVCRUITCOM determination or by noting the salient details of the various forms, remains vested in the NAVTALACQGRU CO.

a. U.S. Citizen. For enlistment purposes, citizens of the United States include citizens of Guam, Puerto Rico, the U.S. Virgin Islands, and the Northern Marianas Islands.

(1) Valid Birth Certificate Issued by a Civil Authority. For persons born in the geographical United States, Guam, Puerto Rico, the U.S. Virgin Islands, or the Northern Marianas Islands a valid birth certificate issued by a civil authority establishes U.S. citizenship.

(a) Birth certificates must meet all of the criteria listed in subparagraphs 020302a(1)(a)1 through 020302a(1)(a)4 to be considered valid.

1. Full Name - Name issued at time of birth. Birth records without a middle name or where the middle name is represented by an initial are acceptable.

2. Birth Date. All birth certificates must include the date of birth.

3. Birth Place. State, county and city. Some birth records do not list the birthplace city or town. These records are adequate so long as they list the county, province or State of birth.

4. Birth Record Validation. A birth record must bear appropriate validation markings for use as primary verification evidence. The government agency or hospital may accomplish authentication or certification with original or machine-produced signatures or raised, impressed, embossed, or multicolored seals or stamps, or a combination of these. Any combination of these official validation methods is acceptable.

Note 1: Hospital birth certificates signed by a hospital administrator or physician and short form birth verification cards issued by vital statistics offices, with or without raised, impressed, embossed, or multicolored seals or stamps are acceptable for enlistment.

Note 2: A birth certificate where the middle name is omitted, represented by the abbreviation "NMN" or other notation to signify that no middle name exists, or is represented by initials, is acceptable for enlistment.

Note 3: Birth certificate issued with "Baby Boy" or "Baby Girl" instead of a given name is not valid for enlistment purposes.

WARNING: Puerto Rico Birth Certificate Law 191 of 2009 invalidated all birth certificates issued prior to 1 July 2010 to combat fraud and protect the identity and credit of all people born in Puerto Rico. Therefore, all persons born in Puerto Rico processing for enlistment, affiliation or accession must possess a valid birth certificate issued on or after 1 July 2010 by the Puerto Rico Vital Statistics Record Office.

(2) FS 240 (Report of Birth Abroad of a US Citizen) or DS 1350 (Counselor Report of Birth Abroad). For persons born of U.S. parent(s) outside the geographical United States, a valid FS 240, DS 1350 or CRBA issued by the Department of State establishes U.S. citizenship.

Note: The U.S. Department of State responds to thousands of requests from foreign-born military applicants, or recruiters, for evidence of birth or citizenship status that are acceptable for enlistment purposes.

(3) FS 545 (Certification of Birth Abroad). For persons born of U.S. parent(s) outside the geographical United States, a valid FS 545 Certification of Birth Abroad issued by a U.S. Foreign Service post establishes U.S. citizenship.

(4) U.S. Passport. A current (unexpired) U.S. passport issued by the Secretary of State establishes U.S. citizenship. Applicants born abroad of U.S. parents require additional birth

verification documents to verify status as a U.S. citizen at birth. Passport must remain valid for a minimum of 90 days from scheduled accession date.

(5) DD Form 372 Request for Verification of Birth. When verified by offices of vital statistics may be used for DEP enlistment only. The only exception is in cases where primary birth verification documentation doesn't exist and secondary evidence must be relied upon. See DD Form 372 procedures in chapter 3 of this instruction.

b. Naturalized Citizen

(1) USCIS N-550/N-551/N-570 (Naturalization Certificate) or USCIS N-560/N-561 (Certificate of Citizenship). A valid Naturalization Certificate or Certificate of Citizenship issued by the United States Citizenship and Immigration Service (USCIS) establishes enlistment eligibility as a naturalized citizen of the United States.

(2) U.S. Passport. A current (unexpired) U.S. passport issued by the Secretary of State can be used to establish eligibility as a naturalized citizen. Passport must remain valid for a minimum of 90 days from scheduled accession date.

c. U.S. Non-Citizen National. Non-citizen nationals of the United States are the inhabitants of American Samoa, and Swains Island, which are outlying possessions of the United States. They are persons who, though not citizens of the United States, owe permanent allegiance to the United States. Although lacking certain privileges of U.S. citizenship such as voting and holding office in the U.S., they are in other respects entitled to enjoy U.S. diplomatic protection abroad and free entry into the United States under the same conditions as U.S. citizens.

(1) Valid Birth Certificate Issued by a Civil Authority. For persons born in American Samoa, or Swains Island a valid birth certificate (with raised seal) issued by the government of American Samoa or Swains Island.

(2) U.S. Passport. A current (unexpired) passport issued by the U.S. Department of State. The U.S. Department of State issues U.S. passports to natives of the American Samoa and Swains Island. These passports identify the bearer as a U.S. non-citizen national. Passport must remain valid for a minimum of 90 days from scheduled accession date.

d. Canadian Born Native American Indian. A Canadian-born North American Indian with a minimum of 50% quantum of Indian blood.

(1) Long Form Canadian Birth Certificate with Tribal Letter or Card. Tribal letter or card must be issued by a valid band, tribe or nation and must indicate a minimum of 50% quantum North American Indian blood.

(2) Unexpired USCIS Form I-551

Note: Canadian born North American Indians are not required to have a current address or home of record in the United States and will be coded as an Immigrant Alien on the DD Form 1966.

e. Non U.S. Citizen (Permanent Resident Alien)

(1) USCIS I-551 Permanent Residence Card. An unexpired USCIS I-551 with an expiration date of 90 or more days past their projected accession date.

Note: Permanent resident aliens can enter DEP and accessing into active duty or be reported as a RC gain with an expired USCIS I-551 card. They must provide the original expired USCIS I-551 card, a USCIS I-797 (Notice of Action-Issued) Letter extending their expiration date of their expired USCIS I-551 card a minimum of 90-days past their projected accession date, and receive an approved Systematic Alien Verification for Entitlements (SAVE) printout from NAVCRUITCOM N35.

(2) Systematic Alien Verification for Entitlement (SAVE) Program. The SAVE program is used by NAVCRUITCOM N35 to verify an alien's immigration status based upon USCIS documents and information provided by applicants and recruiters. The SAVE program is used only for applicants who have an expired or lost their Permanent Resident Card (USCIS I-551) and require a replacement card. A SAVE program printout obtained from NAVCRUITCOM N35 can be used to process the applicant who lost their USCIS I-551 card for DEP enlistment. A new USCIS I-551 must be obtained prior to shipping any Future Sailor DEPped with a SAVE printout who lost their original USCIA I-551 card.

(a) A SAVE printout may be requested by scanning and uploading a Document Verification Request (G-845 Supplemental) with supporting verification documents to the NRC SharePoint Portal-PII library-N35 Policy and Programs page using the procedures listed in subparagraphs 020302e(2)(a)1 through 020302e(2)(a)4.

1. Complete page 1 of section A of G-845 Supplemental.
2. Photocopy all available immigration documents (front and back).
3. Photocopy USCIS Form I-797 Notice of Action or I-90 Application to Replace Permanent Resident Card with payment receipt to verify application for new I-551.
4. Scan all documents into one PDF file and upload to the NRC SharePoint Portal.

(b) N35 will post the SAVE printout to the NRC SharePoint Portal.

(3) USCIS I-797. The USCIS I-797 Notice of Action is authorized for citizenship verification status purposes in conjunction with a SAVE printout for applicants with expired USCIS I-551 cards.

WARNING: If a I-551 card is lost, it may take several months, a year, or longer for USCIS to issue a USCIS I-551 replacement Permanent Resident Card. For this reason DEP enlistment is not advised. Persons processed with a SAVE printout due to a lost USCIS I-551 card must be placed in DEP for a minimum of six months. They can later request to roll up and ship once they receive their replacement USCIS I-551. Persons requiring a replacement USCIS I-551 are not eligible to stay in DEP beyond the 365 day DEP limit.

WARNING: An employer-sponsored immigrant visa can provide an alien with lawful admission to the United States. The U.S. Armed Forces cannot sponsor these aliens. Recruiters may not offer to sponsor any alien seeking admission as a lawful permanent resident alien by citing the Navy as the prospective employer.

f. Non-Immigrant Alien. Citizens from the Marshall Islands, Federated States of Micronesia, and Republic of Palau. The United States government established a Compact of Free Association with the government of the Marshall Islands, Federated States of Micronesia, and Republic of Palau, which in part, gives their citizens the right to freely enter into the United States for work and to establish residency. All other aliens admitted temporarily into the United States for specific purposes or periods of time as non-immigrant aliens are ineligible for enlistment.

(1) Valid Birth Certificate Issued by a Civil Authority. For persons born in the Marshall Islands, Federated States of Micronesia, or Republic of Palau a valid birth certificate (with raised seal) issued by the government of the Marshall Islands, Federated States of Micronesia, or Republic of Palau.

(2) Passport. A current (unexpired) passport issued by the government of the Marshall Islands, Federated States of Micronesia, or Republic of Palau establishes non-immigrant alien eligibility. Passport must remain valid for a minimum of 90 days from scheduled accession date.

Note: Citizens of the Marshall Islands, the Federated States of Micronesia, or the Republic of Palau are eligible to enlist. Their government compacts of free association with the United States allow them to enter the United States, work, and remain indefinitely as non-immigrants.

020303. Place of Birth Verification

a. The applicant's place of birth (POB) must be verified by the use of any of the documents listed in subparagraphs 020303a(1) through 020303a(7).

(1) Birth Certificate

(2) Unexpired passport (cannot be used for applicants born abroad of U.S. parents because the passport does not prove if the applicant is a Naturalized citizen or a U.S. citizen at birth)

- (3) DD Form 372
- (4) FS 240 (Report of Birth Abroad of a US Citizen)
- (5) DS 1350 (Certification of Report of Birth Abroad)
- (6) FS 545 (Certification of Birth Abroad)
- (7) Counselor Report of Birth Abroad (CRBA)

b. Contact COMNAVCRUITCOM N35 for questions.

020304. USMEPCOM Citizenship and Place of Birth Validation

a. USMEPCOM personnel will verify the citizenship status of all applicants processed at MEPS by electronically transmitting their identifying information, as documented on USMEPCOM Form 680-3A-E, to USCIS for verification. Applicants not successfully matched by the USCIS verification process will be placed in an 'N' status and have their processing stopped. MEPS will clear the 'N' status once recruiting personnel provide the document indicated in table 2.5. Documents must be originals unless otherwise indicated. Possible reasons for an applicant to be placed in an 'N' status include:

- (1) Name mismatch with USCIS
- (2) POB-Country mismatch with USCIS
- (3) DOB mismatch with USCIS
- (4) Name and POB-Country mismatch with USCIS
- (5) POB-Country and DOB mismatch with USCIS
- (6) Name, POB-Country and DOB mismatch with USCIS
- (7) U.S. citizenship mismatch with USCIS

b. Recording of Citizenship Mismatches on USMEPCOM PCN 680-ADP. The USMEPCOM PCN 680-ADP documents applicant citizenship mismatches in the personal section, ARN block, and will indicate one of three possible codes:

- (1) 'P' - Pending Result
- (2) 'R' - Result Received

(3) 'M' - Mismatch Received

Note: This block will be blank for U.S. citizen applicants.

c. Applicants with either a 'P' or 'M' entered in the ARN block are prohibited from shipping to RTC or TPU until USCIS results are received, mismatch issues are resolved, if any, and the ARN block is annotated with an 'R'. This does not apply to U.S. citizen applicants where the ARN block should be left blank.

020305. English Language Skills

a. Requirement. Applicants must have the ability to read, speak, and understand the English language. Achieving a passing ASVAB score is not sufficient to validate the applicant's ability to read, speak and understand the English language. Because fluency in English correlates highly with successful Navy job performance, applicants who have difficulty expressing themselves or otherwise understanding English should not be accepted for enlistment. Although MEPCOM regulations include provisions to terminate processing of applicants are identified as non-English speaking, the leading petty officer (LPO), leading chief petty officer (LCPO) or recruiter and Navy enlisted classifier must confirm the English capability of each applicant being processed for enlistment. During the course of the recruiting interview and application process, the LPO, LCPO, or recruiter must assess the applicant's ability to read, write, and speak the English language sufficiently to complete recruit training. During the course of the classification interview, the enlisted classifier must also assess the applicant's capacity to communicate and comprehend the routine and crisis language situations encountered in the U.S. Navy. No standard language interview format is prescribed.

b. Processing Information. Applicants for enlistment who are lawfully admitted aliens and use English as a second language require an affirmative statement by the LPO, LCPO, or recruiter and certification by the classifier that the applicant, without further instruction, is able to read, write, and speak the English language sufficiently to complete recruit training. This affirmative statement and certification will be annotated in section VI, DD Form 1966. For example:

"I affirm that the applicant, without further instruction, is able to read, write, and speak the English language sufficiently to complete recruit training."

Signature (LPO/LCPO/Recruiter) _____

"I certify that the applicant, without further instruction, is able to read, write, and speak the English language sufficiently to complete recruit training."

Signature (Classifier) _____

Note: Applicants determined to have difficulty with English fluency are to be referred to the NAVTALACQGRU commanding officer (CO), executive officer (XO), or enlisted

programs officer (EPO) for further evaluation. Once it has been determined that the applicant does not meet English language fluency expectations, they should be informed that enlistment processing will be terminated due to potential English language deficiencies and that a request for reevaluation may be submitted after 90 days.

020306. Required Briefing for Non-U.S. Citizen

a. Prior to enlistment into the DEP or Navy Reserve awaiting IADT, all alien applicants will be advised of subparagraphs 020306a through 020306d.

b. Due to their current alien status and non U.S. citizenship, security clearance requirements preclude their classification and assignment to any enlistment option, Class 'A' school, military training, or duties where a security clearance is required.

c. They are not entitled to any special privileges or considerations, including discharge for their own convenience, due to their status. They are expected to complete their full military service obligation, unless sooner discharged, under the same policies and procedures applicable to U.S. citizens.

d. Honorable service in the Armed Forces of the United States may expedite applications for citizenship. See USCIS regulations.

020307. Dual Citizenship. Applicants holding dual citizenship status (i.e., a citizen of the United States and a citizen of another country) may not be used as a basis for or a disqualifying factor in determining an individual's PRP eligibility provided the individual has a completed and favorably adjudicated investigation and meets all other eligibility requirements.

a. A dual citizen is **not** considered a foreign national; a dual citizen is a United States citizen. Furthermore, dual citizens must be provided the same access to classified information with "NOFORN" caveats, or other restrictions related solely to foreign nationals, as other United States citizens.

b. Security Offices are **not** authorized to retain or destroy foreign passports or identity cards as a means of mitigation for individuals who maintain dual citizenship with other countries.

(1) This is per the DoD's SEAD-4 Implementation Policy issued on 12 Jan 2018 (attached).

(2) If your office is retaining or currently in possession of the passport or identity card of a dual citizen it should be returned immediately.

(3) If your office has continued the process of retaining the passport or identity card of a dual citizen this process should be discontinued immediately.

c. Activity Security Managers (ASMs) should not require individuals to renounce their citizenship with a foreign country. Doing so requires the individual to have contact with a foreign government, its embassy, or its representatives, which may increase the likelihood of potential targeting by a foreign intelligence entity.

Note: Many countries do not allow individuals to renounce their citizenship; requiring the individual to renounce a citizenship when the country does not allow for such creates a requirement for the individual that is impossible to meet.

d. Dual citizenship alone may not be used as a disqualifier for access to classified information; applying dual citizenship in this manner is in conflict with SEAD-4 (attached). If the DOD-CAF has favorably adjudicated an individual's dual citizenship this decision should not then be re-adjudicated at the command level. This does not prevent Commands from taking an access or risk management decision if new or previously undisclosed information related to Guideline B (Foreign Influence) or Guideline C (Foreign Preference) is obtained and verified. If such new information is obtained, an incident report should be submitted via DISS with all appropriate documentation; the appropriate risk management actions should also be taken commensurate with the security concern.

Note: SEAD-4, Guideline C, Section 9: "By itself, the fact that a U.S. citizen is also a citizen of another country is not disqualifying without an objective showing of such conflict or attempt at concealment. The same is true for a U.S. citizen's exercise of any right or privilege of foreign citizenship and any action to acquire or obtain recognition of a foreign citizenship."

e. If new, credible, adverse information regarding foreign preference, foreign influence, or any other adjudicative guideline is received, an incident report should be submitted, particularly if the information was previously unknown or undisclosed. In cases where the ASM has determined there to be an insider threat nexus, the command's insider threat representative or the DON Insider Threat Hub should be contacted.

(1) Additional information regarding foreign preference disqualifiers may be found in SEAD-4, Guideline C, Section 10 (a-f).

(2) Further questions or requests for assistance may be directed to the DUSN I&S Personnel Vetting Branch via your Echelon 2 Command. This guidance relates to access to classified information at the confidential, secret, and top secret levels; questions related to SCI or SAP access may be directed to your SSO or DON SAPCO as appropriate.

020308. Waivers. Waivers of citizenship requirements for enlistment contained in this section are not authorized.

Table 2.5 Documents Approved for Verification of Citizenship and Place of Birth

DOCUMENTS APPROVED FOR VERIFICATION OF CITIZENSHIP AND PLACE OF BIRTH					
	US BORN	NATURALIZED CITIZENS	FSM/RMI/PALAU	JAY TREATY OF 1796 NATIVES	NON US CITIZENS
CITIZENSHIP	Birth Certificate US Passport DD 372 (Request for Verification of Birth) FS 240 (Report of Birth Abroad of a US Citizen) DS 1350 (Certification of Birth) FS 545 (Certification of Birth Abroad) Counselor Report of Birth Abroad (CRBA)	USCIS N-550/551/570 (Naturalization Certificate) USCIS N-560/561 (Certificate of Citizenship) U.S. Passport	Birth Certificate Passport	Birth Certificate Tribal Letter/Card	USCIS I-551 (Permanent Resident 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) Counselor Report of Birth Abroad (CRBA)	Birth Certificate U. S. Passport	Birth Certificate Foreign Passport USCIS I-551 (Permanent Resident Card)	Birth Certificate Foreign Passport USCIS I-551 (Permanent Resident Card)	Birth Certificate Foreign Passport USCIS I-551 (Permanent Resident Card)

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

- Birth certificate
 - DD 372 (only for cases where primary birth verification documents do not exist)
 - FS 240
 - DS 1350
 - FS 545
 - CRBA
 - Tribal letter or card
- All other documents must be originals.

Note 2: Return all original documentary evidence to the applicant after proper entries have been made on the DD Form 1966.

Note 3: Puerto Rico birth certificates issued prior to 1 July 2010 are invalid for use per Puerto Rico Birth Certificate Law 191 of 2009 and are not acceptable for enlistment 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: Passport must be valid (unexpired). Passport cards are not authorized.

SECTION 4
SOCIAL SECURITY NUMBER REQUIREMENT

020401. Criteria. A valid Social Security number (SSN) issued by the Social Security Administration (SSA) is mandatory to process for enlistment or affiliation.

020402. Verification

a. SSN verification will be accomplished by sighting one of the three documents listed in the Table 2.6 Documents Approved for Verification of Social Security Number Eligibility. Original SSN verification documents must be photocopied, certified as true copies of the original document, and the certified copies must be uploaded into PRIDE Mod II record. The NAVTALACQGRU CO will establish a copy certification policy in writing.

Table 2.6 Documents for Verification of Social Security Number Eligibility

DOCUMENTS APPROVED 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) will have "ORIGINAL DOCUMENT SIGHTED AND REPRODUCED FOR MILITARY RECORDS AND REFERENCE PURPOSES ONLY" written or typed in a conspicuous location to ensure that the original was sighted. Originals will be immediately returned to the applicant for safekeeping.

b. Recruiters and classifiers are responsible for validating an applicant's SSN. USMEPCOM personnel will verify the SSN of all applicants processed at MEPS by electronically transmitting their identifying information as documented on USMEPCOM Form 680-3A-E to the SSA. Applicants not successfully matched by the SSA will be placed in an 'N' status and their processing will be stopped. MEPS will clear the 'N' status only after recruiting personnel provide the original of one of the three documents indicated in table 2.6.

c. SSN verification printouts issued by the SSA may be used for AC DEP enlistment processing and applicants processing for FTS and NAT programs. SSA printouts are not authorized for RC affiliation. In all cases where a printout was used for DEP enlistment, a valid SSN card is required to be shown to recruiting personnel, copied, and upload into PRIDE Mod II record prior to accession.

d. If the applicant does not have an original SSN card, he or she must go to the SSA and request a replacement Social Security card. He or she will then be issued a printout to use for verification while awaiting receipt of replacement card. Recruiters should accompany applicants to the SSA whenever possible.

WARNING: Shipping Future Sailors without a copy of the SSN card is prohibited. SSN card must be uploaded into PRIDE Mod II record.

e. SSN Cards with “Issued for work purposes only” or any other phrase stamped on the face of the card are not valid for enlistment or affiliation processing. There are no exceptions.

f. Refer to Section 11 for additional guidance pertaining to SSN cards and enlistment name requirement.

020403. Waivers. Waivers of SSA requirements for enlistment contained in this section are not authorized.

SECTION 5
EDUCATION REQUIREMENT

020501. Criteria. This Section establishes education requirement policy, guidance, and procedures.

a. NAVTALACQGRU COs are responsible for determining the education status and classification of applicants per this instruction. NAVTALACQGRU CO's will ensure the proper DoD Tier Status Education Code is assigned to each applicant based on applicant interviews, education documents provided, the education methodology used to facilitate the learning experience and education code definitions listed in articles 020502, 020503 and 020504.

b. DoD education enlistment criteria, known as the Three-Tier System, is used to select applicants with the greatest likelihood of completing their initial military service obligation.

c. Tier-level education enlistment determinations are supported by the first secondary credential awarded. Tier II and III applicants may upgrade their status to Tier I by earning an Associate's, Bachelor degree or completing 15-semester, 22-quarter credits or 675-clock-hours from an accredited U.S. college.

020502. TIER 1 High School Diploma Graduate (HSDG) Definitions. The education codes used to identify Tier 1 HSDG applicants are: 7, 8, B, D, G, H, K, L, M, N, R, S, U, and W. Education codes "B," "7," and "H" apply to individuals who receive a diploma from a secondary school that is legally operating, or otherwise completes a program of secondary education in compliance with the education laws of the state in which the applicant resides. Applicants with education codes "5" or "F" will be projected in PRIDE Mod II as such for statistical reporting purposes only. Education code "5" will automatically convert to code "B" and education code "F" will automatically convert to code "L" at time of DEP-in for all accession reports and on DD Form 1966/1.

a. High School Diploma Graduate, Education Code "L". A diploma issued to a graduate of a public, private, or DoDEA 12-year, "traditional," credit-based day program of classroom instruction; this includes individuals who met all requirements for graduation, but failed to pass mandated exit exams (formerly code "F").

(1) Minimum Requirements

(a) Classroom Instruction. The applicant must have successfully completed four academic years of classroom instruction. An academic year is considered a minimum of 120 hours of classroom instruction per academic course to earn a full credit. To earn a half-credit, the applicant must have completed a minimum of 60 hours of classroom instruction.

(b) Credit Based. Applicants must meet the minimum required credit requirements in all subjects for high school graduation as determined by the local school system.

(c) Graduation Credential. The graduation credentials must have been issued by the high school in which the applicants were enrolled and attending at the time they completed graduation requirements.

(2) Diplomas or final official high school transcripts may be used to verify requirements outlined in subparagraphs 020502a(1)(a) through 020502a(1)(c) for schools listed in the National School Directory.

(3) Charter school graduates. Fulfillment of both course and credit requirements of a traditional graded day program of classroom instruction.

Note 1: Education Code “F” will be used for individuals who completed all the necessary credits for graduation but did not pass the state mandated exit exam(s). Individual must be at least six months beyond their high school completion date and must have a letter from an authorized school official verifying that he or she met all the high school graduation requirements but failed the exit exam(s) and did not receive a high school diploma.

Note 2: Minimum Requirements. Applicants must meet minimum classroom instruction and credit based requirements for high school diploma graduate, education code “L” status.

Note 3: DoD policy prohibits applicants coded as “F” to be shipped prior to six months after the date their senior class graduated. No exceptions authorized.

b. High School Senior, Education Code “S”. An individual attending high school as a senior.

(1) Minimum Requirements. High school students who have completed their junior year and earned at least 70 percent of the required graduation credits are granted senior status upon the graduation of the current senior class.

(a) Senior status must be verified prior to DEP enlistment by use of the High School Senior Graduate Status Verification document. This document must be signed and dated by an authorized school official. If the high school senior or graduate status verification document is unobtainable because of school closures of five working days or more, the applicant may be enlisted into the DEP with NAVTALACQGRU CO approval. However, the letter will be obtained immediately upon the school’s re-opening.

(b) High school juniors that will be mid-year graduates can enlist into the DEP as “11S” provided they are 17-years of age, have completed at least 70 percent of the required credits for graduation, and have a properly executed and verified the high school senior or graduate status verification document.

(c) Future Sailors contracted as “11S” that cannot ship by their scheduled ship date as a result of a change in their education status must be DEP discharged and complete their secondary education before reprocessing for enlistment.

(2) Administrative Requirements

(a) Diplomas or an official, signed, and dated transcript must be obtained within 14 days after graduation for any applicant who enters DEP as a high school senior. Copies will be made and uploaded into member’s PRIDE Mod II record.

(b) In cases where a school will not issue a final transcript for a graduated senior because of an outstanding student debt or any other reason, the affected graduate may not process for DEP enlistment until he or she favorably resolves the issue with the school and a final transcript is obtained.

(c) High school seniors entering DEP during the months of May, June or July are authorized to be placed in DEP for a maximum of 455 days (15 months) at the time of initial classification.

c. Adult or Alternative Diploma Graduate, Education Code “B”. A diploma issued to a graduate of a public or private non-traditional school using alternative methods of instruction to complete graduation credit requirements based on state law (i.e., all alternative, accelerated, or high school completion programs to include the GED Test Option).

(1) Minimum Requirements

(a) Graduation Credential. The graduation credential must have been issued by high school in which the applicant was enrolled and attending at the time he or she completed their graduation requirements.

(b) Diplomas or final official high school transcripts may be used to verify for schools listed in the National School Directory.

(c) Charter school graduates who complete course and credit requirements of a non-traditional high school program, to include alternative, project or research based education, and learning through the use of technology are considered Tier 1. These applicants will be projected in PRIDE Mod II using education code “5” for statistical purposes only.

(2) Although “B” now encompasses all adult and alternative programs, recruiting personnel will still use Education code “5” for all alternative programs and code “B” for all adult education programs. (See paragraph 020502).

d. Completed One Semester of College, Education Code “8”. A non-high school diploma graduate who completed 15 semester hours or 22 quarter hours of college level credit or 675 clock hours from an accredited traditional or on-line post-secondary institution.

(1) Requirements. Credits earned must be from an accredited institution listed in the National Center for Education Statistics (NCES) website <http://nces.ed.gov>. Any credits earned from schools that are candidates for accreditation will not be used towards this requirement. Signed and dated official transcripts from the issuing institution are required. If the transcript does not include credits from all other schools attended, then official transcripts from the other schools are required.

(2) College level credits earned through on-line internet courses while enrolled and attending classroom instruction from the same NCES institution are acceptable.

(3) Combining semester credits with quarter credits, or combining clock-hour credits with either semester or quarter credits, are allowed. Use the formula listed in subparagraphs 020502d(3)(a) and 020502d(3)(b).

(a) 45 clock-hours = 1 semester credit (1 trimester credit equals 1 semester credit).

(b) 1.5 quarter credits = 1 semester credit.

(4) Clock-hours from two or more accredited postsecondary vocational or technical schools may be combined for a total of 675 clock-hour credits.

(5) Credits or clock hours used to gain Tier 1 status cannot be used for advanced paygrade eligibility. Applicants eligible for Tier 1 status based on credits or clock hours cannot choose to enlist as Tier 2 and use credits or clock hours for advanced paygrade eligibility.

e. Job Corps Programs, Education Code "8". A Job Corps graduate with a GED or an alternative high school credential and a Job Corps certificate of completion from a vocational or technical program consisting of at least 675 clock-hour credits of vocational or technical education. The official document used by the Job Corps to report skill or trade training clock-hour credits is the Training Achievement Record.

(1) Requirements. Only On or Off-site Work Based Learning (WBL) clock-hour training credits documented on the training achievement record are acceptable towards the 675 clock-hour credit requirements. Employability, career, social skills training, orientation, GED preparation, or non-skill trade training clock-hours do not count towards the required 675 clock hours of skill or trade training. The NAVCRUIT 1130/121 Job Corps Certification of Student Graduation and Completion of Vocational Training Armed Forces Certification must be included when verifying the educational standing of Job Corps applicants.

(2) Applicants who completed 675 or more clock-hour credits but dropped out of the vocational or technical program before earning a certificate of completion, or fail to earn a GED, are ineligible for Tier 1 status.

f. Currently Enrolled other than High School Diploma, Education Code “M”. An individual currently attending class in a Tier 1 program other than a traditional high school.

(1) Requirements. To be eligible for DEP, applicants must be currently enrolled and attending classes leading towards Tier 1 status for a minimum of 30 days prior to DEP-in. Enrollment and attendance must be verified prior to DEP enlistment by use of the Enrollment and Attendance Verification document.

(2) The code of “M” will be changed to either an “8,” “B,” “7” or “H” as indicated below:

(a) Students who successfully complete the items listed in subparagraphs 020502f(2)(a)1 through 020502f(2)(a)3 will be coded as “8” on the DD Form 1966.

1. Earned at least 15 semester or 22 quarter college level credits at a college or university.

2. Completed 675 clock-hour credits of postsecondary education.

3. Earned a Tier 2 credential and received a Job Corps certificate of completion from a vocational or technical program consisting of at least 675 clock-hour credits of vocational or technical education.

(b) Students who successfully complete an alternative, continuation or adult school or program will be coded as “B” on the DD Form 1966.

(c) Students who successfully complete a parent or guardian led home school program per state requirements will be coded as “H” on the DD Form 1966.

(d) Students who complete an accredited Home Study, Distance Learning, Independent Study, Self-Study, Correspondence School, Cyber School or Virtual Learning Program will be coded as “7” on the DD Form 1966.

Note: Applicants enlisted with education code of “M” are not authorized to be classified in the 455-day (15 month) DEP program during May, June or July, as high school seniors are entitled.

g. Postsecondary Degree. Applicants who have earned an associate degree or higher from an accredited U.S. college will be coded per Table 2.7 Post-Secondary Degree on the DD Form 1966.

Table 2.7 Post-Secondary Degree

POST-SECONDARY DEGREE	
Associate Degree	“D”
Baccalaureate Degree	“K”
Master’s Degree	“N”

(1) Requirements. Degrees earned must be from an accredited degree granting institution listed in the <http://nces.ed.gov> directory.

(2) Degrees earned through on-line internet courses from an accredited institution are acceptable.

(3) Degrees from schools that are candidates for accreditation will not be used towards this requirement.

Note 1: Applicants classified with education codes D, K, or N, or are enrolled in and attending an accredited 4-year U.S. college or university, will be referred to the officer recruiter by utilizing NAVCRUIT 1133/98 Officer Programs Referral. The applicant will be interviewed expeditiously (face-to-face or telephonically) by an officer recruiter (OR). In the absence of an officer recruiter, the XO or CO can complete the interview. Applicants who desire to submit an officer program application or with an officer program application submitted for consideration are prohibited from processing for DEP enlistment while their officer program application is pending. Future Sailors that become qualified or desire to submit an officer package will be referred to the Officer Programs Assistant Chief Recruiter (O-ACR), will complete a NAVCRUIT 1133/98 and the "Competitiveness of Officer Programs" NAVPERS 1070/613 Administrative Remarks and upload into their PRIDE Mod II record. Under no circumstances will a Future Sailor with an NROTC or officer programs package pending be shipped to RTC or allowed to stay in DEP for more than 365-days. No exceptions. Future Sailors reaching the 365-day limit must be DEP discharged and are barred from further enlistment processing until a decision is rendered on their officer package. Future Sailors selected for officer programs must be DEP discharged immediately upon accepting the officer program and classifiers must enter the cancel code of "OFF" in PRIDE Mod II.

Note 2: Applicants who were attending but later disenrolled from either a NROTC or OTCN program must present their final disenrollment paperwork reflecting official date of disenrollment from the NROTC or OTCN unit prior to entering into the Delayed Entry Program.

h. Home School Diploma, Education Code "H". A diploma issued to a graduate of a home school program per State requirements, administered by a parent, teacher or school district, or umbrella association. For applicable laws governing home schools, refer to the Home School Legal Defense Association at <http://www.hslda.org/laws/default.asp>.

(1) Requirements

(a) Home schooled applicants must provide a diploma or certificate, if available, and transcripts indicating the individual completed four years of high school curriculum. Home school transcripts must contain the information listed in subparagraphs 020502h(1)(a)1 through 020502h(1)(a)10.

1. Student's name
2. Home address
3. Date of birth
4. SSN (It is acceptable to obtain only the last four digits)
5. Date of home school enrollment
6. Date of graduation, or projected graduation date if still enrolled
7. Courses transferred from other educational institutions (if applicable, transcripts are required from institution)
8. Courses attempted or completed with start and completion dates of each course during each home school grade
9. Signature of parent or guardian, date, and home telephone number
10. A letter from the applicant's parent or guardian describing the education process.

(2) Home school seniors (will-grads) will be coded as 11M on enlistment documents.

i. Virtual or Distance School Diploma, Education Code "7." A diploma awarded upon completion of an accredited Home Study, Distance Learning, Independent Study, Self-Study, Correspondence School, Cyber School or Virtual Learning Program.

(1) Requirements. Secondary school diploma or certificate issued by an accredited program to qualify for Tier 1 status.

(2) The Distance Education and Accrediting Commission (<http://www.deac.org>) is the authoritative source for accreditation of distance education.

(3) Charter school graduates who complete course and credit requirements of a state approved online virtual program of instruction will be coded as a Tier 1 using education code "7."

(4) Diplomas will be accepted from home study, distance learning, independent study, self-study, correspondence schools, cyber schools, or virtual learning programs that are either state approved, accredited by the Distance Education Accrediting Commission (DEAC), one of the six listed regional accrediting associations (listed below).

(5) Regional Accreditation Associations for on-line schools:

(a) Middle States Association of Colleges and Schools (MSA), Middle States Commission on Higher Education. Created in 1919, the Middle States Commission on Higher Education accredits degree-granting colleges and universities in Delaware, Maryland, New Jersey, New York, Pennsylvania, the District of Columbia, Puerto Rico and the U.S. Virgin Islands. There are approximately 525 schools accredited by this commission.

(b) New England Association of Schools and Colleges (NEASC), Commission on Institutions of Higher Education (CIHE). The CIHE covers the six-New England states of Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island and Vermont. The commission is made up of 24 people elected by the member colleges. There are currently about 240 colleges and institutions accredited by the CIHE.

(c) North Central Association of Colleges and Schools (NCA), Higher Learning Commission. This commission accredits higher education institutions in the 19-north central states of Arkansas, Arizona, Colorado, Iowa, Illinois, Indiana, Kansas, Michigan, Minnesota, Missouri, North Dakota, Nebraska, Ohio, Oklahoma, New Mexico, South Dakota, Wisconsin, West Virginia and Wyoming. Over 1000 institutions are currently accredited by this commission.

(d) Northwest Association of Schools and Colleges, Northwest Commission on Colleges and Universities (NWCCU). This commission accredits institutions of higher education in the seven states of Alaska, Idaho, Montana, Nevada, Oregon, Utah and Washington. It currently has 162 institutions with accredited status.

(e) Southern Association of Colleges and Schools (SACS), Commission on Colleges. Colleges and universities in the 11-southern states of Alabama, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, Texas and Virginia are accredited by this commission which was founded in 1912. There are currently about 800 institutions accredited by this commission.

(f) Western Association of Schools and Colleges (WASC). This association was formed in 1962 and has two accrediting agencies that accredit schools of higher education: The Accrediting Commission for Community and Junior Colleges which has about 150 accredited schools and the Accrediting Commission for Senior Colleges and Universities which has accredited about 160 schools. These commissions accredit institutions in California and Hawaii as well as some U.S. territories.

j. Prior Service. Prior service veterans who served a complete enlistment of four years or more in any component of the Armed Forces of the United States are eligible to enlist as high school diploma graduates and will be coded as "12L" unless they possess a higher level education credential. Requirements are the DD Form 214 or other appropriate military service verification documentation.

020503. TIER 2. High School Graduate (HSG). The education codes listed in subparagraphs 020503a through 020503e are used to identify Tier 2 HSG applicants: E, X, J, or C.

Note: All Tier 2 applicants must have ASVAB AFQT scores of 50 or higher.

a. Tier 2 Will-Grads. Applicants enrolled and attending Tier 2 programs are not eligible for DEP enlistment. Tier 2 applicants must have earned required educational credentials prior to processing for enlistment.

b. Test-Based Equivalency Diploma, Education Code “E”. A certificate of General Educational Development (GED) or other test-based credential obtained solely by testing.

c. National Guard Youth Challenge Program (NGYCP), Education Code “X”. A General Educational Development (GED) Certificate or other test-based credential obtained by completing a 22-week National Guard Youth Challenge Program (NGYCP).

d. High School Certificate of Attendance, Completion or Special Education, Education Code “J”. An attendance-based high school certificate issued to students based on an Individualized Education Program (IEP) that involves community experiences, employment, training, daily living skills and post-school transition skills which differ from the traditional high school graduation requirements. Requirements: credential with high school transcripts.

e. Occupational Program, Education Code “C”. Certificate received for completing a 6-month vocational-technical program and a minimum of 11 years of secondary education. Requirements: occupational program credential or certificate issued by a non-correspondence vocational-technical program with high school transcripts.

020504. TIER 3. Less Than High School Diploma or Credential (NHSG), Education Code “1”. An individual who is not currently in a secondary education program and has no diploma or credential. Tier 3 applicants are not enlistment eligible.

020505. Stay in School Policy

a. Individuals enrolled in school at the beginning of the current school year will not be scheduled to ship until their senior class’s graduation or commencement ceremony.

b. Graduates, including mid-year graduates, may ship prior to their end-of-year commencement ceremony provided they have a final transcript and, if still a minor, obtained written consent from their parent or legal guardian.

c. Coaching or advising students to drop out of school for any reason is strictly prohibited.

020506. Highest Grade Completed. Highest grade completed will be determined by the number of academic or grade years completed (did not drop out during the school year),

regardless of whether or not the requirements were met for advancement to the next higher grade. Highest grade completed will be determined by either a review of education documents or verbal statement received from the applicant. Refer to Table 4.11 Verification of Education. The minimum number of years of education to be recorded on enlistment documents is eight years (e.g., an applicant with six years of completed education and a GED will be coded as “08E” in item 12, of DD Form 1966).

020507. National School Directory

a. The NAVTALACQGRU CO will ensure the National School Directory database is updated and maintained for all traditional high schools, public, non-public, and adult or alternative high school programs within the NAVTALACQGRU’s area of responsibility.

b. The National School Directory will identify the DoD education code specific to that institution.

Note: Schools offering multiple tracks of learning will be classified and coded as “case-by-case” schools.

c. If a school or program is not listed in the National School Directory, the NAVTALACQGRU CO responsible for the area where the school is located must ensure an on-site evaluation is conducted to facilitate a DoD educational code classification and to update the database.

d. Education credentials from schools outside the NAVTALACQGRU’s territory must be verified by reviewing the National School Directory or by contacting the NAVTALACQGRU ESS where the school is located.

e. Alternative procedures to determine education code classification when an on-site visit is not practical include, but are not limited to the items listed in subparagraphs 020507e(1) through 020507e(4).

(1) Contacting the program’s principal, director or counselor to verify the school’s current name, type of education program(s) offered (traditional or non-traditional), the teaching methods utilized and classroom site-locations.

(2) Obtaining and reviewing literature or flyers that detail the history, type of program and method(s) of instruction.

(3) Contacting auxiliary points of contact in the same locale with like traditional or non-traditional education programs.

(4) Executing a website search for information on the program.

020508. TIER Level Evaluation

a. The purpose of the Tier-level evaluation is to determine whether the applicant's education documentation presented for review meets the enlistment eligibility requirements. Per the FY2012 NDAA, all schools that are state approved and legally operating will be given equal consideration regarding enlistment eligibility. To effectively determine diploma source codes, evaluations will be required and verified for applicants who have completed one semester of college or job corps (DoD Education Code 8), home school diplomas (H), schools not listed in the National School Directory, and Case-by-Case schools.

b. Tier-level evaluations will be conducted only by the NAVTALACQGRU education services specialist (ESS) or subject matter experts designated by the NAVTALACQGRU CO. The NAVTALACQGRU CO has final Tier-level classification authority for applicants being processed by their command personnel.

020509. On-Site Visits of Schools and Programs

a. The NAVCRUIT 1133/80 Secondary School or Program Evaluation Request, will be used to evaluate the learning methods utilized by each school (curriculum, multiple learning tracks, etc.) and the education credentials awarded to students.

b. On-site visits of schools will be conducted every six years, or as necessary, to determine if there has been a change to a school's curriculum or learning tracks that affect the type of education credentials their students might earn. This information must be updated in the National School Directory.

c. The purpose of the on-site visit is to:

(1) Determine the type of program offered: standard, traditional, GED, GED preparation, home study, individualized study, correspondence, adult education, alternative, Adult Basic Education (ABE), etc.

(2) Determine the teaching methodologies used to educate students and match such method(s) of instruction to the proper DoD Education Code classification based on definitions provided in Articles 020502, 020503 and 020504. Schools and programs will be classified as: L, B, 5, 7, E, X, C, J, case-by-case (CC), or H.

(3) Case-by-case (CC) Schools are schools that offer multiple learning programs or education credentials.

Note: The NAVTALACQGRU CO is responsible for determining whether the credentials issued by these schools or programs meet DoD criteria.

d. On-Site Visit Protocol. Mission success requires discretion in avoiding conflict with school officials. When contacted by school officials or faced with informing an applicant that

their credentials will not be considered as Tier 1, the protocol listed in subparagraphs 020509d(1) through 020509d(5) is established.

(1) Conduct an on-site visit for the purpose of completing a school evaluation.

(2) Express a high regard for their program objectives, method(s) of instruction, courses offered or completed, and credential(s) awarded or earned.

(3) Clarify the DoD Three-Tier education enlistment criteria.

(4) Recommend that Tier classification disagreements be formally challenged via the official chain of command. In such cases, the NAVTALACQGRU CO has final determination authority. NAVCRUITCOM N35 may be contacted for education policy clarification or assistance in troublesome cases.

(5) If the school has any special designation (i.e., correctional, therapeutic programs or special needs), an on-site school evaluation must be conducted to determine the types of credentials that are awarded to their graduates.

020510. Verification and Validation of Education Requirements. Applicants must demonstrate education eligibility for enlistment by providing recruiters official education documents. The NAVCRUIT 1133/51 Request for Evaluation of Education Credentials and Foreign Education will be used to document the proper Tier-level classification, appropriate education code for use on enlistment documents and in PRIDE Mod II, and advanced paygrade eligibility based upon the transcripts and education credentials obtained. Applicants requiring verification of education credentials will not be scheduled to process until a NAVCRUIT 1133/51 has been completed (applies to foreign education credentials, home school credentials, and case-by-case scenarios).

a. NAVTALACQGRU CO's may authorize certified copies of the documents per their document certification policy. A "Will Grad" letter will be used at time of DEP-in if the applicant's education code is "S" or "M". Original education verification documents must be photocopied, certified as copies of the original document, and the certified copies placed in the applicant's service record and residual file. The NAVTALACQGRU CO will establish a copy certification policy in writing.

b. BEERS documents must be photocopied and uploaded into PRIDE Mod II. 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) will have "ORIGINAL DOCUMENT SIGHTED AND REPRODUCED FOR MILITARY RECORDS AND REFERENCE PURPOSES ONLY" written or typed in a conspicuous location to ensure that the original was sighted. Originals will be immediately returned to the applicant for safekeeping.

c. Fraudulent education credentials, transcripts or documents must always be considered to be a distinct possibility. NAVTALACQGRU COs will contact the education office that issued the credentials, transcripts or documents if any question of authenticity exists. Responsibility for verifying the authenticity of the applicant's education documentation, either by requesting a COMNAVCRUITCOM determination or by noting the noticeable details of the various forms, remains vested in the NAVTALACQGRU CO.

d. Verification and Validation of School Records during Holidays and Emergencies. Closings for holidays, spring or summer vacation periods, school strikes, closures of five working days or more (because of weather, emergencies, or local disasters), and when deemed necessary by NAVCRUITCOM are the only circumstances under which an applicant may be DEPped without proper school verification and delay of the education validation.

Note: Education credential verification documentation must be received within five working days of the institution reopening. Applicants will not be shipped without official documentation that provides proof of education and years of education completed. Applicant years of education must be coded as "08" when transcripts are not provided for DEP enlistment, with the exception of high school senior applicants.

020511. Official Transcript

a. When an applicant's tier-level evaluation is required, an official or certified copy of the applicant's transcript will be evaluated. Diplomas alone are insufficient to determine tier status. Transcripts must meet all of the criteria in subparagraphs 020511a(1) through 020511a(3).

(1) List date of entry into the school and date of graduation or exit.

(2) Be signed and dated by an authorized school official.

(3) List courses taken, grades received, and credits earned.

b. Official transcripts are useful in:

(1) Detecting invalid or manufactured diplomas.

(2) Detecting programs developed for the military to circumvent the requirements of the traditional high school diploma.

(3) Evaluating classroom attendance.

(4) Verifying Carnegie credits or units, or verify units recognized by the appropriate State Department of Education, for all requisite and elective courses.

(5) Verifying attainment of passing scores on all parts of required State or local school district exit exams.

(6) Determining grade level.

Note: An Official Transcript is one that has been received directly from the institution. Official transcripts are printed in official transcripts paper bearing the embossed or raised college seal, date, and the registrar's signature. A complete representation of a student's academic record. It includes all courses attempted, withdrawn from and those repeated. It also includes a summary of all transfer credits accepted by an institution. Electronic transcripts are considered official if delivered securely through an organization authorized email or facsimile to a Navy representative.

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

d. Facsimile or electronic copies of official transcripts from another NAVTALACQGRU or directly from the issuing institution may be used. The facsimile or electronic copy must be marked as a certified copy and be legibly signed by the sending authority.

020512. Failure to Graduate. Applicants enlisted as will-grads (education codes of S or M) but subsequently fail to graduate will be processed as indicated in subparagraph 020512a.

a. Future Sailors who fail to graduate and who do not qualify for enlistment must be DEP discharged. These individuals should be:

(1) Encouraged to return to school.

(2) Informed that they may re-apply for enlistment after completing their education program and obtaining the required education credentials.

(3) Informed that completion of their education program does not constitute a commitment to enlist on behalf of the Navy.

(4) Informed that should they obtain their education credentials and re-apply for enlistment, they must be otherwise qualified based on COMNAVCRUITCOM enlistment policies in effect at the time of re-application.

Note: Future Sailors enlisted as high school seniors (11S), who fail to graduate, but can complete graduation requirements by attending a school district accredited summer school may remain in DEP as long as they will not exceed the 365-day DEP limit. If unable to complete graduation requirements within the 365-day DEP limit, the individual must be DEP discharged.

b. Future Sailors with ASVAB AFQT scores of 50 or higher can be retained in DEP and ship as long as the NAVTALACQGRU and NAVCRUITREG meet quality requirements set

forth in COMNAVCRUITCOMNOTE 1133 (required HSDG percentage) and possess at least a Tier 2 credential.

c. Under no circumstances will any fail to grad be allowed to ship before their scheduled graduation date (see Stay in School Policy, article 020405).

020513. Foreign Education. Education, with the exception of that received in the United States, Puerto Rico, Guam, the Virgin Islands of the United States, the outlying possessions of the United States (American Samoa and Swains Island), Commonwealth of the Northern Mariana Islands, Republic of the Marshall Islands, the Federated State of Micronesia, and at overseas DoD sponsored schools, is considered foreign education. Applicants who possess a diploma or transcript from a foreign high school that is equivalent to a Tier 1 credential as listed in article 020502 may be eligible for enlistment. Every effort will be made to ensure official transcripts are issued directly from the educational institution to recruiting personnel. NAVTALACQGRU commanding officers, however, may deviate from this policy on a case-by-case basis as a result of extenuating circumstances. For example, the NAVTALACQGRU CO may authorize an exception when it is impractical for school officials at a foreign institution to forward transcripts via mail or electronic means. Course-by-course equivalency accreditation will be verified by one of the items listed in subparagraphs 020513a through 020513d, prior to processing (the application and fees involved are the applicant's responsibility):

a. State board of education, state university, or recognized university or college will be listed in the National Center for Education Statistics (NCES) website <http://nces.ed.gov>. Accreditation of American high school graduation equivalency must be documented in a letter, with official letterhead, issued by the institution. This letter must be submitted with NAVCRUIT 1133/51 to persons designated by the NAVTALACQGRU CO as certifiers of education credentials.

b. Foreign credential evaluation services are offered by the American Association of Collegiate Registrars and Admissions Officers (AACRAO). The AACRAO site is: www.aacrao.org.

Address: International Education Services
American Association of Collegiate Registrars and
Admissions Officers
One DuPont Circle NW, Suite 520
Washington, DC 20036-1135
Phone inquiries: (202) 296-3359

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

d. ESS evaluation. The NAVTALACQGRU ESS will use the Association of College Registrars and Admissions Officers' with the World Education Series, the Projects for

International Education Research (PIER), the AACRAO Country Studies, and the web based Electronic Database for Global Education (EDGE), AACRAO publications to evaluate foreign education. The procedures outlined in subparagraphs 020513d(1) and 020513d(2) apply.

(1) Recruiters will submit NAVCRUIT 1133/51, together with the applicant's foreign education documents (i.e., diplomas, certificates, and degrees, with complete official transcripts), to the NAVTALACQGRU ESS for evaluation. Foreign language education documents require a certified English translation. The applicant is responsible for obtaining an English translation. Both versions of the document must be included in the pre-enlistment kit for review and verification. To allow sufficient time for evaluation, these documents must be submitted to the NAVTALACQGRU ESS at least three working days (72 hours) prior to beginning MEPS processing to ensure the certification is completed.

(2) After certifying the education documentation, the NAVTALACQGRU ESS will send the NAVCRUIT 1133/51 to the EPO for approval. If the EPO disagrees with the ESS evaluation, the NAVCRUIT 1133/51 and supporting documents must be forwarded to the NAVTALACQGRU CO for a final determination. Comprehensive records of the certification and resultant education coding will be retained by the ESS for a period of three years, a copy must be uploaded into PRIDE Mod II.

020514. Credential Laundering. Credential laundering is defined as "recruiter advice or assistance provided to an applicant or prospect for the purpose of meeting education enlistment eligibility requirements."

- a. Recruiters are prohibited from participating in or condoning credential-laundering activities. Such activity is punishable under the Uniform Code of Military Justice (UCMJ).
- b. Any education document that raises doubt as to its validity will be referred to the NAVTALACQGRU CO.
- c. Recruiters are prohibited from transporting applicants to, or assisting them in registering in, any education program or institution for the express purpose of qualifying them for enlistment. Recruiters may transport applicants to education institutions only to obtain high school letters, transcripts, diplomas, or other documents required for enlistment processing.
- d. Under no circumstances will a recruiter recommend a specific commercial (non-public) education program or programs designed specifically for the military to circumvent the time requirements of the traditional diploma.
- e. Recruiter involvement with school officials for the purpose of developing an alternative high school degree completion program is strictly prohibited.

SECTION 6
DEPENDENCY REQUIREMENT

020601. Criteria. Applicants with dependents enlisting in entry level paygrades historically encounter family hardships due to financial situations soon after enlisting. It is the intent of this section to eliminate from consideration those who cannot balance the demands of family and service, or who would experience a financial hardship at the onset of naval service. Determine eligibility per the appropriate tables shown below.

Table 2.8 Active Component (AC)

ACTIVE COMPONENT (AC)			
IF APPLICANT IS	AND HAS:	THEN THE APPLICANT IS:	NUMBER OF DEPENDENTS AND WAIVER LEVEL
1 Unmarried or Divorced (Non-prior Service (NPS) and PS)	No dependents	Eligible	No waiver required
	Custody of dependents	Ineligible*	No waiver authorized*
	No custody of dependents	Eligible with appropriate level waiver	1-2= NAVTALACQGRU CO 3 or more = Ineligible
2 Married (NPS and PS)	Spouse only	Eligible	No waiver required
3 Married (NPS enlisting in paygrades E1 to E4 and PS enlisting in paygrades E1 to E4 with broken service)	Minor or non-minor dependents	Eligible with appropriate level waiver	2 = No waiver required 3 (Max 2 Minors) = NAVTALACQGRU CO 4 or more = Ineligible
4 Married (NPS enlisting in paygrades E5 and senior and PS enlisting in paygrades E5 and senior with broken service)	Minor or non-minor dependents	Eligible with appropriate level waiver	1 - 3 (Max 2 Minors) = Eligible 4-5 (Max 2 Minors) = NAVTALACQGRU CO 6 or more = Ineligible
5 Married (PS enlisting under continuous service)	Minor or non-minor dependents	Eligible	No waiver required

Note: *COMNAVCRUITCOM has been granted provisional waiver authority to review and grant waivers for unmarried or divorced non-prior service and prior service applicants with custody of dependents with a maximum of 2 dependents. Waivers are required to be submitted to NAVCRUITCOM N35 via the Waivers SharePoint Portal.

Table 2.9 Reserve Component (RC)

RESERVE COMPONENT (RC)			
IF APPLICANT IS	AND HAS:	THEN THE APPLICANT IS:	NUMBER OF DEPENDENTS AND WAIVER LEVEL
1 Unmarried or Divorced (NPS and PS) Note: FTS programs must meet AC dependency requirements)	No dependents	Eligible	No waiver required
	Dependents	Eligible with appropriate level waiver	1-2 (Max 2 Minors) = COMNAVCRUITCOM* 4 or more = Ineligible
2 Married (NPS and PS)	Spouse only	Eligible	No waiver required
3 Married (NPS enlisting in paygrades E1 to E4 and PS enlisting in paygrades E1 to E4 with broken service)	Minor/non-minor dependents	Eligible with appropriate level waiver	1-2 = No waiver required 3-4 (Max 2 Minors) = NAVTALACQGRU CO 5 or more = Ineligible
4 Married (NPS enlisting in paygrades E5 and senior and PS enlisting in paygrades E5 and senior with broken service)	Minor dependents	Eligible with appropriate level waiver	1- 3 (Max 2 Minors) = No Waiver required 4-5 (Max 2 Minors) = NAVTALACQGRU CO 6 or more = Ineligible
5 Married (PS enlisting under continuous service)	Minor or non-minor dependents	Eligible	No waiver required

Note 1: Single parents who transfer custody of minor dependents are not eligible to ship to RTC for AC or Full Time Support (FTS) enlistment for a period of 90 days after relinquishing custody.

Note 2: See article 020602 for the definition of a dependent and chapter 3 for waiver procedures.

Note 3: All dependency waiver requests will be accompanied by the applicant's personal statement regarding plans for post-accession care of minor dependents. This may include, but not limited to, plans for geriatric care, special education, rehabilitation and other miscellaneous social related requirements, etc.

Note 4: For applicants who have filed for divorce proceedings, the potential exists that they will be granted custody of dependents or be required to provide support for the previous spouse or dependents. The uncertainty surrounding future custody and financial support requirements, waivers will not be considered until all proceedings are final. Applicants should be informed that without a written, formal settlement, e.g., final divorce decree or its equivalent, etc., a waiver will not be considered.

Note 5: NAVETs or OSVETs with RE-R1 or RE-1 re-enlistment codes and enlisting in critical ratings or Navy Enlisted Classifications (NEC's) who enlist within 180 days from

separation have no dependency restrictions provided they were not separated for the reasons listed in subparagraphs 020601a through 020601c.

- a. Failure to comply with OPNAVINST 1740.4 (family care plan).
- b. Parenthood or dependency issues.
- c. Pregnancy.

***All other NAVETs or OSVETs have up to 90 days from separation to process without meeting the dependency requirements shown in table 2.8 and table 2.9.

Note 6: Single, divorced, remarried applicants, and applicants married to military members are required to complete a Family Care Certificate and Family Care Plan Arrangements per OPNAVINST 1740.4 when: (1) they have physical custody of minor dependents or (2) are responsible for an adult who is incapable of providing for himself or herself in the absence of the applicant. NAVTALAGRU COs will evaluate the documents and determine acceptability for naval service.

Note 7: Spouses who are active duty military or SELRES in a RC of any service will be documented on enlistment forms as a dependent, but do not count as a dependent for waiver purposes. For example, an applicant with a spouse currently serving on active duty and two minor children will have three dependents documented on enlistment documents, but only require a waiver for two dependents. If this applicant's spouse leaves active duty status prior to their accession, then the applicant's dependency waiver status changes to three dependents.

Note 8: A court or child support order is required by all single AC and RC applicants who have out of wedlock children prior to processing. The order must be from the state the child resides.

Note 9: Any waiver or eligibility determination with a waiver authority higher than the NAVTALACQGRU CO can be disapproved at the NAVTALACQGRU CO or Region Commodore level without forwarding to the next higher level.

020602. Definition of a Dependent. The definition of a "dependent" below is provided for enlistment or affiliation purposes only. The definition does not apply to entitlement of pay and allowances, medical care, exchange and commissary privileges, or other benefits. Such determinations are made only after enlistment or affiliation. Recruiting personnel will not render opinions on future entitlements. A dependent for enlistment and affiliation purposes is defined in subparagraphs 020602a through 020602f.

- a. A spouse by marriage, not to include a common law spouse. A spouse is not considered a dependent when the spouse is on active duty or serving as a SELRES in RC of any service. A spouse in the IRR is considered a dependent.

- b. Any natural child (legitimate or illegitimate) or child adopted by the applicant, provided:
 - (1) The child is unmarried.
 - (2) Is considered a dependent under the laws of the state having jurisdiction.
 - (3) The applicant claims the child as theirs.
 - (4) The applicant's name is listed on the birth certificate as a parent.
 - (5) A court order establishes paternity or if any person makes an allegation of paternity that has not been adjudicated by a court.
 - (6) Children over the age of 18 that are claimed on applicant's income tax return (example: children under the age of 23 that are supported while enrolled in college).
- c. Unborn child(ren) of applicants that self-admit to being the father of an unborn child(ren) or for whom a positive legal or medical paternity determination has been made are considered to be dependent(s) for enlistment and affiliation purposes.
- d. Stepchildren of the applicant or the applicant's spouse.
- e. Any parent or other person who can be claimed as a dependent on the applicant's income tax return.
- f. A child support order is required by all AC and RC single applicants who have out of wedlock children prior to processing. The order must be from the state where the child resides.

020603. Custody

a. Relinquishing custody does not terminate dependency. Recruiting personnel are prohibited from having any involvement in an applicant's decision to relinquish custody of a minor dependent or in acting upon this decision. Navy recruiting personnel must not advise, imply, or assist an applicant regarding the surrender of custody of a minor dependent. If asked whether they would become eligible by surrendering custody, the recruiter's correct response is if they surrender physical custody of their dependents for personal reasons, the only transfer recognized by the Navy is a valid court order that transfers physical custody and does not show intent to return the custody back to the applicant after a temporary period. Single parents that transfer physical custody of minor dependents must be advised that accession onto active duty can occur but cannot ship until 90 days has elapsed from the date of custody transfer. They may not retain, nor have the minor dependents permanently reside with them during the term of the first enlistment.

b. For enlistment and affiliation purposes, a divorce decree or adoption decree verifies a change of custody, not dependency. AC single applicants, (male and female), who have dependents must have relinquished physical custody of dependents by court order. Absent a court order, a child support order awarded by the state where the child resides may be used to determine eligibility for enlistment. The court order or child support order (with appropriate official signature) is required prior to processing for enlistment.

(1) If an applicant's dependent child has been formally adopted by another person, and the final adoption decree has been issued and effective, then the child is not the applicant's dependent.

(2) There is no required waiting period for enlistment processing to begin after the adoption of an applicant's minor children. Ninety (90) days must have elapsed prior to accession onto active duty for applicants who have transferred custody of minor children.

c. NAVCRUITCOM 00J must make an eligibility determination in all AC and full time support RC (except for reserve cases under number 4).

d. New Accession Training (NAT) RC applicants with custody of dependents may be eligible for accession with NAVCRUITCOM waiver (refer to COMNAVCRUITCOMNOTE 1130).

020604. Verification. Table 2.10 lists the documents that are acceptable for verification of dependency. Original dependency verification documents must be photocopied, certified as copies of the original document, and the certified copies will be uploaded into PRIDE Mod II record. The NAVTALACQGRU CO will establish a copy certification policy in writing. The armed forces are authorized to copy documents used for eligibility determinations, to include documents which state that it is unlawful to reproduce or copying is not authorized. The copy(s) will have "ORIGINAL DOCUMENT SIGHTED AND REPRODUCED FOR MILITARY RECORDS AND REFERENCE PURPOSES ONLY" written or typed in a conspicuous location to ensure that the original was sighted. Originals will be immediately returned to the applicant.

Table 2.10 Documents Required for Applicants with Dependents

DOCUMENTS REQUIRED FOR APPLICANTS WITH DEPENDENTS	
If the applicants status is (Note 1):	The authorized document is (Note 4):
Married	SSN card, birth certificate, original or certified copy of the marriage certificate (must be official, non-ceremonial certificate), and copy of photo identification per the command's certification policy (Notes 2, 3, and 4).
Child under 18-years of age	SSN card and child's birth certificate (Note 4)
Legally adopted child	SSN card and copy of a court order of adoption and copy of child's birth certificate (Note 4)
Child, but no custody	SSN card and birth certificate with a divorce decree or court support order (Note 4)
Stepchild	SSN card and child's birth certificate and copy of spouse's divorce decree (Note 4)
Other dependents (i.e., parents or other relatives)	SSN card and documents establishing dependency (Note 4)

Note 1: Blocks 8 and 9 of the DD Form 1966/1 must be used to establish dependency status, together with other substantiating documents, as indicated.

Note 2: If either the applicant or spouse is prior service, DD Form 214 showing married name (maiden name is not acceptable) is acceptable.

Note 3: If either the applicant or spouse has been previously married, an original or certified true copy of divorce decree or other instrument which dissolved previous marriage must be provided.

Note 4: Dependents must have a certified copy of their SSN Card prior to applicant entering DEP. A SSA printout verification for dependents is not authorized.

a. It is the responsibility of the applicant to identify any dependents.

b. It is the responsibility of the LPO or LCPO to ensure applicants with dependents are interviewed prior to enlistment or affiliation processing. The LPO or LCPO will:

(1) Determine if the applicant is handling present personal and financial affairs in a mature, competent, and responsible manner.

(2) Determine if the applicant can meet current and expected financial obligations within the first six-months of naval service. Applicants will not be enlisted or affiliated if they appear to be unable to meet current and expected financial responsibilities within the first six-months of naval service.

(3) Counsel the applicant concerning potential problems that may be experienced at the onset of enlistment relating to financial matters and the possible assignment to dependent restricted tours.

(4) Determine if the applicant is married to an active duty member.

Note 1: Applicants with dependents are required to bring proof of their dependent's Social Security numbers to RTC to get their dependents enrolled into DEERS. This can be accomplished by certified copies of their dependent's Social Security card. This is a shipping requirement. Shipping without verification of dependent's Social Security numbers is not authorized, with the exception of dependents who are not U.S. citizens and do not reside in the United States. Applicants with foreign alien dependents residing in the United States illegally are not enlistment eligible until their dependents become properly admitted into the United States and obtain a Social Security card, or no longer reside unlawfully in the United States. Any identity document issued in a language other than English must have a certified translation.

Note 2: Acceptable forms of identification are: Driver's license or ID card issued by a state or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address; ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address; school ID with photograph, or Voter's Registration card with photograph.

SECTION 7
MENTAL APTITUDE REQUIREMENT

020701. Criteria. All applicants must be tested with the ASVAB and attain a qualifying Armed Forces Qualification Test (AFQT) score.

020702. AFQT Score. Acceptable AFQT score for enlistment of non-prior service (NPS) applicants is 31. NPS applicants with AFQT scores less than 50 must be Tier 1. Prior Service (PS) applicants may enlist with ASVAB scores obtained from their previous enlistment, regardless of their AFQT score, provided they enlist in the same rating last held. PS applicants not line score eligible will be re-administered the ASVAB and must be processed with the new line scores, provided they attain an AFQT score of 10 or higher. NAVETs enlisting under the PRISE-III program must be classified with current (less than two year old) line scores. OSVETS with military training or skills directly convertible to a Navy rating may enlist in the directly convertible rating, regardless of their previous AFQT or line scores, all others must retest. PS SELRES applicants are not required to retest provided they are eligible for rating entry with ASVAB scores obtained from their previous enlistment. Further guidance for PS SELRES applicants is contained in chapter 6 of this manual (chapter 5, section 3, Selected Reserve affiliation)

020703. Use of ASVAB AFQT Test Scores

a. Enlistment Eligibility. The most recent, valid test score is used for enlistment purposes. The AFQT score is calculated from Navy Standard (line) scores and is used to determine mental eligibility for enlistment.

b. Affiliation Eligibility. Prior service Navy veterans may process with AFQT scores from a previous enlistment provided they are affiliating into their previous rating. Prior service Navy veterans desiring to affiliate with the RC with a change in rating must be line score eligible for the rating or must be administered the ASVAB and will be classified into an open rating they are line score eligible for, provided they attain an AFQT score of 10 or higher.

c. Program Guarantee. Navy Standard (line) scores are calculated from ASVAB raw scores and used to establish program eligibility. Chapter 5 provides the line scores required for each program. Test score categories are used for accession goals and objectives.

<u>AFQT Test Score</u>	<u>Test Score Category</u>
99 – 93	I
92 – 65	II
64 – 50	IIIA
49 – 31	IIIB
30 – 21	IVA
20 – 16	IVB
15 – 10	IVC
1 – 9	V

d. Special Program Requirements. Certain programs require applicants to attain qualifying special purpose, supplementary, or performance test scores. Chapter 5 provides requirements and qualifying scores for each program.

020704. Retest Policy and Procedure. For the purposes of this section, retest means testing a person a second time with either the same or a different test. Any retest must be accomplished on a version other than that used for the previous test.

a. Student and production ASVAB retest policy

(1) An ASVAB test within two years of any previous test is a retest.

(2) An applicant who answers at least one ASVAB question is considered to have tested and establishes retest eligibility.

(3) The retest policy applies to both the student and production testing programs without distinction. After taking an initial ASVAB, an individual can retest one calendar month after the initial test, one calendar month after the first retest, and every six months thereafter. A mandatory test session in a high school does not automatically waive this policy.

(4) When retested, a complete ASVAB is administered and the results of a valid test become the applicant's score of record.

(5) If an applicant is retested with the same test version within a six month calendar period, the retest score will be invalidated and the previous test score will stand as the score of record. However, if this condition is the result of a USMEPCOM clerical or administrative error, an immediate retest using a different ASVAB version may be authorized by the MEPS commander.

b. Retest Procedures

(1) Recruiters request a retest on USMEPCOM Form 680-3A-E, Request for Examination, Item 16d. The previous test version must also be listed in Item 16e. After two retests, six calendar months must elapse from the latest retest before another retest can be requested on USMEPCOM Form 680-3A-E. This also applies when the initial test is a Student ASVAB. Recruiters must be extremely careful not to request a retest before one calendar month has elapsed, or before six calendar months, as appropriate. Retests given before one calendar month has elapsed from the initial and first retest, or before six calendar months from the second retest, will result in invalid applicant test scores.

(2) The MEPS commander may authorize an immediate retest for applicants tested under adverse conditions or considered to have attained inflated scores through improper means. If a retest is authorized, these individuals must be retested with an alternate test form. A USMEPCOM Form 680-3A-E must also be submitted in these cases.

020705. Retesting of DEP Personnel. Personnel in the delayed entry program are not authorized to retake the ASVAB.

020706. Documentation of Test Scores

a. Recording Test Scores. MEPS will enter the applicants' actual test scores on DD Form 1966, Item 16, from either the most recent USMEPCOM Form 680-ADP or NAVPERS 1070/604 from their most recent period of service for prior service applicants. USMEPCOM Form 680-ADP will be utilized to obtain and record ASVAB scores in PRIDE Mod II.

b. ASVAB Scores

(1) Production ASVAB. USMEPCOM Form 680-3A-E is the authority for MEPS testing personnel to administer the current production version of the ASVAB to Navy applicants. Parts I and III of USMEPCOM Form 680-3A-E will be completed and accompany all Navy applicants to the MEPS or MET site for testing. Navy liaison personnel must ensure MEPS enters standard component scores in DD Form 1966, Item 16b in the order presented on the USMEPCOM Form 680-3A-E ADP. Once an individual is scheduled to process for Navy enlistment, the Navy Standard Scores are derived from USMEPCOM Form 680-3A-E ADP. MEPS liaison petty officers must ensure that USMEPCOM Form 680-3A-E ADP is filed in each individual's service record at the time of enlistment or reenlistment as USN, or start of active duty or active duty for training as USNR.

(2) Student ASVAB. Student ASVAB test results are maintained at the cognizant MEPS. Applicants who participated in the shortened Student ASVAB test must be administered the remaining ASVAB sub-tests at MEPS before classification.

(3) Computation of the AFQT. MEPS testing personnel compute and record the AFQT percentile score on USMEPCOM Form 680-3A-E ADP. For determining an AFQT percentile from the ASVAB, the standard score of the test components of Mathematics Knowledge (MK), Arithmetic Reasoning (AR), and twice the Verbal Expression (2VE) are added together and converted to an AFQT percentile score (MK+AR+2VE). Navy recruiting personnel are not responsible for computing an AFQT percentile score but will verify that the ASVAB scores have properly recorded on the DD Form 1966, Item 16.

(4) PiCAT. The Pending, Internet-Delivered Computer Adaptive Test (PiCAT) located online at <https://www.dmdc.osd.mil/icat/picatWelcome.jsp> is an un-proctored version of the full ASVAB that currently provides recruiters with the ability to effectively determine if applicants are qualified before sending them to a military entrance processing station or military entrance test site. The PiCAT has the same nine sections as the ASVAB and can be taken from anywhere with a high-speed internet connection and a desktop computer - smartphone and tablet use is not recommended. To be allowed to take the PiCAT, the applicant must have not previously taken an enlistment or student ASVAB version. The PiCAT can only be taken once. The applicant must be registered to take the test by their recruiter, and once registered and given an access code

(valid for 30 days). Afterwards, the applicant may log in using their name and access code and must complete the PiCAT within 48 hours.

(5) For the PiCAT scores to be allowed for enlistment purposes, a verification test must also be completed at either at the Military Entrance Processing Station (MEPS), or a Military Entrance Test (MET) site that offers the internet Computerized Adaptive Test (iCAT). The verification test (must be taken within 30 days of PiCAT) is a 25-30 minute proctored test to confirm the applicant's PiCAT results and validate the test scores for use as the official ASVAB score of record. When the PiCAT scores are not verified, applicants will take the full-length ASVAB, and the resulting ASVAB score will be the score of record. The verification test questions are not the same questions given on the PiCAT. Like the proctored test, applicants will not be permitted to use external sources such as books, internet, or people to assist them while taking the PiCAT. After the test is complete, the recruiter can view the applicant's score.

(6) Recruiters must be granted access to the PiCAT application by the NAVTALACQGRU PiCAT Site Security Manager (SSM), which is normally the SYSAD. SSMs must grant access to new recruiters and remove recruiters when they transfer. NAVTALACQGRU SSMs requiring PiCAT access must contact the NAVCRUITCOM PiCAT SSM in N6 IT Department. After recruiters are enrolled, they may register applicants to take the test and also lookup test scores. Only recruiters or SSMs are authorized to enroll test takers.

020707. ASVAB Familiarization and Coaching

a. Materials. Several information devices are available to familiarize applicants with the ASVAB:

(1) The USMEPCOM publication, "Your Future is Now," is an institutional promotion tool.

(2) The Enlistment Screening Test (EST).

b. Sample for School Officials. An ASVAB specimen set is a sample for school officials to familiarize them with the institutional ASVAB. Recruiters are strictly prohibited from using it to familiarize applicants or students.

c. Study Guides. Several ASVAB information and study guides, such as the ARCO or any ASVAB preparatory study guide, have been commercially produced. Use of these commercial publications by recruiters is strictly prohibited. It is recognized that these commercial publications are available to applicants; however, recruiter involvement with these publications is limited to informing applicants that they are available in some stores. Under no circumstances will recruiters use a commercial ASVAB study guide to familiarize applicants with the ASVAB. Recruiting personnel are prohibited from possessing any ASVAB Study Guides.

d. Schools. Recruiters must not refer applicants to any commercial ventures or schools whose purpose is to familiarize applicants with the ASVAB. Recruiters may not offer their services to these schools, act as a distributor for their information materials, or become involved with them in any way.

020708. Loss or Compromise of ASVAB Materials

a. ASVAB compromise is defined in chapters 5 and 6. NAVCRUITCOM will provide full assistance to USMEPCOM in an effort to eliminate test loss or compromise.

b. All hands must be fully aware that acts which are conducive to test loss or compromise will not be tolerated and that individuals who are found to have aided or abetted test compromise will be subject to disciplinary action under the UCMJ.

c. No applicant will be tested at MEPS or a MET Site without a completed applicant USMEPCOM Form 680-3A-E.

d. Personnel assigned as test proctors by NAVTALACQGRU COs must be thoroughly familiar with test security procedures.

e. Recruiting personnel must be alert for test scores that appear to be inconsistent with other applicant characteristics (i.e., an applicant makes high scores on ASVAB, but school records show extremely poor grades and personal interviews with the applicant develop the impression that test scores overrate the applicant's ability).

f. Any action that could be construed as assisting applicants in testing situations must be scrupulously avoided.

g. The NAVTALACQGRU CO designated representative must report all ASVAB test compromise incidents, whether identified at MEPS or by the NAVTALACQGRU, telephonically to USMEPCOM (DSN: 792-3435 or commercial: (847) 688-3435. A written memorandum of record of all telephonic reports made in this regard, and a copy of all subsequent investigative reports, must be provided to Chief of Naval Personnel (N13T1) as outlined in subparagraphs 020708g(1) through 020708g(5).

(1) If involves a member of USMEPCOM or MEPS Testing Team, report to USMEPCOM with a copy to the NAVCRUITCOM 00IG.

(2) If involves a Navy member, either military or civilian, who is not assigned to USMEPCOM or MEPS Testing Team, report to NAVCRUITCOM 00IG with a copy to USMEPCOM.

(3) If involves only non-DoD civilian personnel (e.g., applicants), report directly to USMEPCOM with a copy to NAVCRUITCOM 00IG.

(4) If Navy or civilian members of Navy recruiting are involved in a loss or compromise situation, the cognizant NAVTALACQGRU CO must direct an investigation concurrent with the submission of the report discussed in this article. A full report of the investigation should be forwarded to USMEPCOM via NAVCRUITCOM 00IG as soon as completed.

(5) If a member of the USMEPCOM or MEPS team or non-DoD civilian is involved, do not direct an investigation. Such cases fall under the jurisdiction of USMEPCOM and they who would conduct an investigation subsequent to receipt of the report discussed in this article.

SECTION 8
PHYSICAL REQUIREMENT

020801. Physical Eligibility for Enlistment

a. Purpose of Standards. Physical standards establish uniformity in conducting physical examinations and in interpreting the physical fitness of applicants for naval service. The object is to select and retain personnel who are physically fit and temperamentally adaptable to the conditions of military life. Standards preclude from acceptance those individuals with contagious or infectious disease; those who are likely to require repeated admission to the sick list, prolonged hospitalization, or invalidating from service; and those who present any condition that would likely form the basis for physical retirement benefits, or would have known assignment limitations. This required degree of physical fitness is correlated with the available supply of military service applicants and normal service needs. These standards are subject to change depending upon the Navy's personnel needs at any given time.

b. Determining Fitness

(1) Procedures for complete physical examinations and the correction of minor disqualifying defects are contained in article 020802.

(2) Recruiters must conduct a preliminary screening of applicants to detect those individuals who are obviously physically unfit for military service. DD Form 2807-2 Accessions Medical Prescreen Report facilitates applicant preliminary screening and must be completed as set forth in section 040212.

020802. General Information

a. Parental Consent for Physical Examination of Minors. All applicants under 18 years of age must have their parents' or legal guardians' consent for a physical examination when reporting for the enlistment physical examination. A completed section VII (Parental/Guardian Consent for Enlistment) of the DD Form 1966 is required. Parental consent obtained for enlistment is recognized as proper consent for an enlistment physical examination of 17-year-old Navy applicants. Refer to chapter 4 for [instructions on completing section VII of DD Form 1966](#).

b. Physical examinations for enlistment or reenlistment into regular Navy and Navy Reserve:

(1) Active Component

(a) All NPS and Prior Service (PS) applicants for AC enlistment will have their physical examination administered at MEPS.

(b) NPS applicants found not physically qualified by MEPS are ineligible for further processing without an NAVCRUITCOM Medical Waivers (N33) waiver review. Waivers of physical standards may be requested regardless of MEPS chief medical officer (CMO) waiver recommendation. When a waiver of physical standards appears warranted, the NAVTALACQGRU CO may request a NAVCRUITCOM N33 waiver review.

(c) PS applicants found not physically qualified by MEPS are ineligible for further processing without an NAVCRUITCOM N33 review. Requests for NAVCRUITCOM N33 reviews may be submitted regardless of MEPS CMO waiver recommendation. During the review, NAVCRUITCOM N33 will apply retention physical standards when determining eligibility for NAVET applicants on contract, or within six months of discharge for those who have completed their MSO. NAVET applicants no longer on contract, and have been discharged greater than six months, will be evaluated based on accession physical standards. All OSVETS will be evaluated based on accession standards.

(d) NAVCRUITCOM N33 will inform the NAVTALACQGRU of the applicant's eligibility determination by official letter. When NAVCRUITCOM N33 determines an applicant to be ineligible, they will not be enlisted or determined to be medically qualified, regardless of any changes in medical status or qualifications, until an additional NAVCRUITCOM N33 review is conducted.

(e) Applicants processed from Japan, Guam, and Europe will use military treatment facilities (MTFs) for enlistment physical examinations. The MHS Genesis Readiness Report of Medical Examination and the DD Form 2807-2 will be utilized by the MTFs for all enlistment physical examinations. Immediately upon completion of the MTF physical examination, including receipt of DAT and HIV results, the MHS Genesis Readiness Report, DD Form 2807-2 and all relevant supporting documentation will be sent to NAVCRUITCOM N33 for review and physical eligibility determination.

(2) Reserve Component

(a) All NPS applicants for RC enlistment will have their physical examination administered at MEPS.

(b) NAVET applicants separated less than 6 months who meet all of the criteria listed in subparagraphs 020802b(2)(b)1 through 020802b(2)(b)5 are able to affiliate with the reserves with no further medical review.

1. They were physically qualified for separation.
2. They are not changing rate or designator.
3. They have no factors that limit world-wide assignment or deploy ability.

4. They have no VA disability compensation pending.
5. They were separated with an RE-R1, RE-1, RE-1E, or RE-6 code.

Note: The complete separation physical (DD 2697 or SF 600) and all supporting medical documents must be provided to the affiliating Navy Reserve Center.

(c) NAVET applicants on contract with separation less than 36 months do not require a new physical examination provided they meet the retention standard requirements listed in subparagraphs 020802b(2)(c)1 through 020802b(2)(c)3 based on NAVCRUITCOM N33 review.

1. They have a copy of their last complete physical examination DD Form 2808, MHS Genesis Readiness Report, or SF 88 Medical Report – Report of Medical Examination and DD Form 2807-2, or SF 93 and medical documents completed as part of separation examination (DD Form 2697 Report of Medical Assessment, 2807-2, SF 600 Chronological Record of Medical Care) or a copy of the Veteran’s Administration compensation and pension (C&P) history and physical. The validity of the Separation History and Physical Examination (SHPE) for Navy and Marine Corps Service members desiring to affiliate into the Navy Reserve is 36 months from the date listed on DD Form 214 Certificate of Release or Discharge from Active Duty.

2. If more than 90 days have elapsed since the most recent examination, a new or updated DD Form 2807-2 completed by the applicant must be reviewed by an appropriate credentialed military provider (military medical officer, nurse practitioner, physician assistant, or Independent Duty Corpsman (IDC) holding NEC-8402; 8425; or 8491, with specific comments an any new medical conditions that have changed since last complete physical examination.

3. Applicant’s separation paperwork (DD 214, statement of service, Point Capture Summary) must be included in packages sent to NAVCRUITCOM N33 for review.

a. The phrase “on contract,” when applied to RC enlisted applicants, is defined as service members with a Navy Reserve contractual obligation.

b. Pregnant NAVETs whose separation from active duty or drill status was less than six months prior, and have a completed military physical examination within the last 24 months, may process for affiliation up until their 32nd week of pregnancy. All other pregnant applicants are ineligible.

(d) NAVET applicants off contract (i.e. not in the IRR or SELRES), whose separation from active duty or drill status was more than 36 months prior, require a new accession physical examination. Their physical examination must be administered at MEPS and will be evaluated for eligibility based on accession physical standards.

(e) All OSVET applicants require a complete new accession physical examination. They will have their physical examination administered by MEPS and they will be evaluated for eligibility based on accession physical standards.

Note: USMC VETS are considered NAVETS for physical qualification purposes.

(f) NAVETS on contract, whose separation from active duty or drill status was more than 36 months ago, require a new physical examination as per the MANMED Chapter 15.

(g) Only military medical personnel (medical officer, nurse practitioner, or physician assistant) assigned to a MTF or NRA authorized to conduct Navy applicant physical examinations may review and sign a new or updated DD Form 2807-2. IDCs may sign the updated DD Form 2807-2 only in cases where there is no new medical or physical history annotated on the DD Form 2807-2.

Note: Body composition measurements (height, weight and, if applicable, body fat) will be conducted and recorded on medical documents by a healthcare provider or command fitness leader (CFL) only.

(h) NPS applicants found not physically qualified by MEPS are ineligible for further processing without an NAVCRUITCOM N33 waiver review. Waivers of physical standards may be requested regardless of MEPS chief medical officer (CMO) waiver recommendation. When a waiver of physical standards appears warranted, the NAVTALACQGRU CO may request a NAVCRUITCOM N33 waiver review.

(i) Applicants found physically qualified by the MEPS CMO may continue enlistment or affiliation processing without submitting their physical to NAVCRUITCOM N33 review. NAVET and OSVET applicants found to be not physically qualified by the MEPS CMO are ineligible for further processing without a NAVCRUITCOM N33 waiver review. Requests for NAVCRUITCOM N33 reviews may be submitted regardless of CMO waiver recommendation.

Note: NAVCRUITCOM N33 will inform the NAVTALACQGRU of the applicant's eligibility determination by official letter. When N33 determines an applicant to be ineligible, he or she will not be enlisted or determined to be medically qualified, regardless of any changes in medical status or qualifications, until an additional N33 review is conducted.

c. Correction of Minor Disqualifying Defects

(1) Recruiting and medical personnel must assume no responsibility, either for themselves or for the Navy, in assisting applicants in having minor physical defects corrected in order to qualify for enlistment. Do not recommend any doctor, dentist, or facility to the applicant. Correcting such defects is the sole responsibility of the applicant. Navy personnel must give no assurance, implied or otherwise, that the applicant will be accepted if disqualifying

defects are corrected. Additionally, Future Sailors and applicants should be encouraged to continue taking prescribed medication including oral contraceptives (OCP's), other forms of birth control (e.g. intrauterine device [IUD]), thyroid replacement medication, or any other prescribed medication.

(2) As a general rule, the decision of MEPS regarding profile, physical condition, and physical eligibility for enlistment or reenlistment is considered definitive regarding whether or not the accession requirements of DoDI 6130.4 are met; however, if the applicant still considers himself able to serve, and the NAVTALACQGRU CO concurs, the NAVTALACQGRU may refer such cases to NAVCRUITCOM N33. The NAVTALACQGRU must not attempt to sway the opinion of the MEPS chief medical officer (CMO), but may request the MEPS CMO to reconsider his decision if the NAVTALACQGRU CO believes it is in clear error of fact or interpretation of DoDI 6130.4. NAVCRUITCOM N33 will not initiate such requests, but retains the authority to advise and consult with the NAVTALACQGRU CO or MEPS CMO if so requested.

(3) The forwarding letter, accompanied by the MHS Genesis Readiness Report and the DD Form 2807-2, must contain such medical consultation considered pertinent to the individual case. The MEPS' decision does not prevent the NAVTALACQGRU CO from requesting a waiver from NAVCRUITCOM N33, nor does it prevent the NAVTALACQGRU CO from requesting re-examination by the MEPS. Applicants found NPQ by MEPS who have a waiver request submitted to NAVCRUITCOM N33 disapproved may continue to reapply for waiver as long as the initial MEPS physical is valid and there is a significant change or new information to add to their previous waiver request.

Note: To ensure timely processing of waivers, NAVTALACQGRU personnel will not make inquiries, via any format, to NAVCRUITCOM N33 or NAVCRUITCOM Warrior Challenge Program Manager (N323) regarding the status of the requested waiver, except to verify receipt of required waiver documents.

(4) The EPDS must ensure copies of medical consult reports and NAVCRUITCOM N33 letters recommending waivers are stapled to the MHS Genesis Readiness Report forwarded to RTC. This facilitates a thorough RTC medical evaluation of recruits with NAVCRUITCOM N33 waivers.

d. Requirements for Re-Examination

(1) All applicants, including DEP members, must undergo a complete physical re-examination if a period of 24 months has elapsed since the date of the most recent complete physical examination. Medical screening immediately prior to enlistment must include the items listed in subparagraphs 020802d(1)(a) and 020802d(1)(b).

(a) Re-examination of visual acuity and refractive error for individuals initially examined more than 12 months prior.

(b) Specific medical evaluation of conditions previously waived. (Waivers are valid for the period of validity of the corresponding physical examination or until the applicant begins active duty, whichever occurs first).

(2) A complete physical re-examination and report are required in each instance where the applicant has an illness or injury that results in a material change in their physical condition since the date of the most recent physical examination.

e. Copies of Medical Surveys or Relative Information. Recruiting personnel will not request copies of medical surveys, or information relative to reasons for medical surveys, from either the Chief of Naval Personnel or Chief, Bureau of Medicine and Surgery (BUMED). Physical qualification determination requests, for enlistment or reenlistment of desirable applicants who were discharged from previous military service for physical conditions (including those who received disability severance pay), will be submitted to NAVCRUITCOM N33 with MHS Genesis Readiness Report and 2807-2.

f. Statements from Civilian Examiners. Statements from optometrists are accepted on all matters pertaining to eye examinations, except a definitive diagnosis of disease. This does not preclude accepting a statement from an optometrist regarding certain conditions of the eyes or a statement that there is no disease of the eyes. If there is evidence of disease, seek the opinion of an ophthalmologist regarding the type and severity of the disease. Ophthalmologists are qualified to make statements concerning all diseases and conditions of the eyes. When a report from a civilian examiner does not contain enough information, try to obtain further information, provided the examiner is qualified to supply it. In all instances, tell the examiner precisely what information is required or desired. If it is necessary to obtain a second opinion, consider the professional reputation of the original examiner and arrange the second consultation according to accepted practices. When a medical officer finds definite evidence of eye disease and requires the opinion of an ophthalmologist, the medical officer must request the examinee obtain that opinion, but must also explain fully what is required and why. Use caution not to give the impression of maligning any individual or profession; when all that is required or desired is information that can be supplied by either an optometrist or ophthalmologist, do not indicate a preference to the examinee.

g. Validity Period for Reports of Medical Examinations of Prior Service Applicants

(1) Physical examinations performed by United States Military Entrance Processing Command (USMEPCOM) are valid for a period of 24-months from the date of examination. However, in cases where the MEPS physical is the last physical examination of record for a prior service applicant processing for RC affiliation, then the MEPS physical may be used if the member has been separated from active duty less than six months or less than six months has elapsed since their last satisfactory drill participation as a reservist (verified by their Summary Points Capture document).

(2) The most recent completed military provided physical examination is valid for reserve affiliation for a period of twenty four months from the date the member separated from active duty if on contract only. If off contract the last physical is valid for a period of six months.

(3) Physical examinations must be dated no more than 90 days prior to the date of contracting applicants processing for RC affiliation. Physical examinations dated more than 90 days prior to the date of contracting must be updated with the use of DD Form 2807-1 and signed by a credentialed military provider (military medical officer, nurse practitioner, or physician assistant) or an authorized contracted physician (officer applicant only, with prior NAVCRUITREG commander approval).

(4) Only Active duty or Full Time Support (FTS) Hospital Corpsman holding the Independent Duty Corpsman (IDC) NEC-8425 that are assigned to an MTF or NRA authorized to conduct Navy applicant physical examinations may review and sign a new or updated form DD 2807-2 only in cases where there is no new medical or physical history annotated on the DD 2807-2.

Note: New body composition measurements are required whenever a DD Form 2807-2 is updated.

020803. Medical Tests

a. Color Perception Examination. MEPS administers the Pseudo isochromatic Plate (PIP) test to all applicants. Only those who pass the PIP test (correctly identify 10 of 14 plates) are considered to have acceptable (normal) color perception and qualify for programs requiring normal color perception. Applicants who fail are only eligible for enlistment in programs that do not require normal color perception. All applicants will repeat the color perception examination process at RTC. Failure to pass the RTC administered color perception examination will result in disqualification for programs requiring normal color perception and reclassification into a program for which they are eligible. The FALANT test is NOT acceptable.

b. Vision. Classifiers will use the worst (distant or near) uncorrected vision and worst (distant or near) corrected vision when making reservation entries. For example, an applicant who has:

Near Vision	Uncorrected 20/100 Corrected 20/50
Distant Vision	Uncorrected 20/200 Corrected 20/40
Would be entered as	Uncorrected 20/200 Corrected 20/50

c. Hearing. Pure tone hearing loss at 500, 1000, or 2000 Hz of not more than 30 dB on average with no individual level greater than 35 dB at these frequencies in either ear. Pure tone hearing loss at 3000 Hz of not more than 45 dB and 4000 Hz not more than 55 dB in either ear. Waivers will be considered for prior service Navy applicants only with documentation that hearing loss occurred while on active duty - no exceptions.

d. HIV Antibody Screen

(1) Processing Location

(a) Military Treatment Facility (MTF). Applicants processed at an MTF for RC affiliation will be screened for HIV during their first full drill requirement after contracting and must sign a HIV Statement of Understanding prior to further processing.

(b) Military Entrance Processing Station (MEPS)

1. AC applicants may DEP or DER prior to receipt of HIV and DAT results. Accession of any AC member prior to receipt of HIV and DAT is strictly prohibited.

2. RC applicants administered the HIV or DAT at MEPS will not be enlisted or affiliated prior to receipt of “negative” HIV and DAT results, with the exception of NATs or NAVETS with a remaining IRR obligation (on contract) or discharged (off contract from active service six months or less may be enlisted or affiliated and gained prior to receipt of HIV and DAT results.

3. NPS or NAVETs discharged (off contract) for more than six months, and all other service veterans (OSVETs) must await “negative” HIV and DAT results to enlist. Working copies of MEPS physicals are not authorized.

(2) During the enlistment physical, MEPS routinely draws blood for the HIV antibody screen. Applicants may be DEPped without waiting for the results of the test, but will not be shipped, under any circumstances, until negative results have been entered on MHS Genesis Readiness Report, Item 49. Applicants who have positive HIV results are disqualified for enlistment. The chief medical officer (CMO) will encourage applicants disqualified due to the presence of HIV antibody to consent to a second HIV antibody screen. Should the applicant elect to have a repeat test conducted, the Medical Section retains all paperwork in a separate folder, in the HIV suspense file, until the results of the repeat test are received.

Note: Shipping or accession of any person processed at MEPS prior to receipt of HIV test results is strictly prohibited.

(3) If the applicant is a minor, MEPS sends a registered letter (return receipt requested; address correction requested) to the parent or legal guardian.

(4) After the repeat HIV test results are received and posted, the file is returned to the MEPS commander for appropriate notification and disposition. Those found negative on repeat HIV antibody test can be processed for enlistment; those found positive are medically disqualified.

(5) Applicants may consult with a private physician (at their own expense) to disprove the presence of the HIV antibody and to ensure the applicant shows no signs of immuno-

incompetency (inability to resist disease due to a breakdown of the immune system). Forward cases disputed by private physicians to NAVCRUITCOM N33 for final determination using normal waiver procedures. Requests for waiver of other medically disqualifying conditions cannot be forwarded until all HIV antibody test results are final.

(6) The HIV test is normally completed within 48 hours for the majority of applicants, and within 72 hours for a small number of applicants, whose original blood sample requires in-depth screening to finalize results.

(7) After blood is drawn during the initial physical, all original MHS Genesis Readiness Report and DD Form 2807-2 (for applicants pending HIV results) as well as all other medical documentation, are retained in the MEPS Medical Section for filing in a separate, secure HIV file.

(8) The MEPS Medical Section will provide the MEPS Liaison Petty Officer (MLPO) with a reproduced copy of MHS Genesis Readiness Report and DD Form 2807-2 to facilitate DEP-in. The original medical forms maintained in the MEPS Medical Section must not be removed before final HIV test results are recorded. Only the MEPS commander may approve removal of this documentation before posting the results.

(9) Upon receiving negative HIV results, MEPS personnel annotate the MHS Genesis Readiness Report and deliver the medical record to service liaisons. Service liaisons will initial receipt of the provided medical record on USMEPCOM Form 727. Under no circumstances will an applicant be shipped without this MHS Genesis Readiness Report.

(10) The procedures for notifying applicants with a positive HIV antibody screening are detailed in subparagraphs 020803d(10)(a) through 020803d(10)(i) and must be followed exactly. All recruiting personnel must act in a compassionate manner when following these procedures listed in subparagraphs 020803d(10)(a) through 020803d(10)(i). Preserving the individual dignity of the applicant is the primary concern. These procedures apply to all applicants, whether DEPped or not, including those already disqualified and qualified but not enlisted (QNE). At no time will recruiting personnel speculate on the means by which the individual became exposed to HIV.

(a) When an applicant's HIV antibody test is found to be positive, MEPS annotates Item 49 of MHS Genesis Readiness Report and makes other standard medical disqualification entries. The medical control USMEPCOM Form 727 is marked "Western Blot Positive" (name of the HIV antibody test).

(b) MEPS will release a registered letter to the applicant stating that the results of laboratory tests indicate a need to return to the MEPS to discuss a medical problem. Neither HIV antibody nor AIDS is mentioned in this letter. The letter advises the applicant to contact their recruiter to arrange transportation to the MEPS. The NAVTALACQGRU CO will receive an "Eyes Only" copy of this letter.

(c) The NAVTALACQGRU CO notifies the EPO to cancel the school seat and make it available for use by other applicants. Remaining DEP discharge procedures begin immediately after MEPS confirmation that the applicant has been officially notified. Use DEP discharge procedures contained in section 100206 and cite Medical Disqualification EPTS Code ZAA as the administrative separation code. The DEP discharge paperwork must be sent to MEPS within 30 days of applicant HIV test result notification confirmation and within 90 days for discharge of inactive duty reservists.

(d) The NAVTALACQGRU CO will also notify the chief recruiter, who will direct the director of personal operations and recruiter to stand-by for a telephone call from the applicant. When the applicant calls, the recruiter must ask when the applicant is available for a meeting (not a consult) with the MEPS doctor. The recruiter will coordinate with the MLPO in order to arrange a meeting between the applicant, MEPS commander, and CMO within 30 days.

(e) The recruiter, or other responsible Navy recruiting representative, must personally escort the applicant from their home, to MEPS, and back home. The applicant's parents may be present during the meeting at the MEPS; however, family members are not authorized to travel via government transportation, nor are they to be a substitute for recruiter escort.

(f) Although the applicant's letter will not specify any disease or condition, the applicant may realize that the nature of the medical problem is HIV antibody (AIDS). The applicant may seek confirmation from the recruiter. The recruiter must stress that he or she does not have any information to address the matter and has been requested only to arrange the meeting and provide transportation to the MEPS.

(g) At MEPS, the applicant will be encouraged to submit to a second HIV test to remove any doubts the applicant might have. If the applicant is a minor, article 020703d(3) applies. The MEPS CMO handles all further contact with the applicant concerning the second HIV test.

(h) The recruiter must note on the applicant's sales force, any telephone calls or visits subsequent to the notifying letter in case such information is pertinent to later litigation.

(i) If the individual acknowledges receipt of the letter, but does not return to the MEPS within 30 days, MEPS must send a second registered letter that specifically advises the applicant of test results. When MEPS receives acknowledgement of this second letter, the case is considered closed. If the applicant does not acknowledge receipt of the second letter, MEPS will request assistance in locating the individual from the local recruiting commander.

e. MEPS Drug and Alcohol Test (DAT). Applicants are tested for drug and alcohol use during their pre-enlistment medical examination before being sworn into DEP or DER. The results of the DAT are noted on MHS Genesis Readiness Report. DEP and Reserve enlistees will not enter active duty without negative DAT results. Individuals testing positive through DAT, but questioning test validity, will not be retested or reconsidered, regardless of the circumstances.

Note 1: RC applicants administered the HIV and DAT at MEPS will not be enlisted or affiliated prior to receipt of “negative” HIV and DAT results, with the exception of NATs or NAVETs with a remaining IRR obligation (on contract) or discharged (off contract) from active service six months or less may be enlisted or affiliated and gained prior to receipt of HIV and DAT results. NAVET applicants not processed at MEPS will have HIV and DAT tests conducted during their first drill period.

Note 2: Shipping of AC Future Sailors prior to receipt of HIV and DAT results is prohibited.

Note 3: NPS or NAVETs discharged (off contract) for more than six months, and all OSVETs must await “negative” HIV and DAT results to enlist. Working copies of MEPS physicals are not authorized.

(1) Applicants with positive results are ineligible for enlistment and must be discharged.

(2) Applicants who test positive for any substance, excluding alcohol, on any MEPS DAT are permanently ineligible for Navy service.

(3) Applicants who test positive for alcohol on any test are ineligible for Navy service for a period of 45 days from the test date and require a NAVTALACQGRU CO waiver.

020804. Eligibility Determinations This Section establishes education requirement policy, guidance, and procedures.

a. Administrative Physical Eligibility Determination. When recommended by an authorized medical examiner, NAVTALACQGRU COs are authorized to approve certain physical standards as listed in subparagraphs 020804a(1) through 020804a(6).

(1) Weight. Refer to Height and Weight requirements in table 2.11 and table 2.12. For applicants with a body mass index (BMI) below 19 the MEPS CMO will determine if there are any underlying medical or psychiatric conditions through a more detailed history or medical record review. Underweight applicants down to 17.5 BMI may be qualified if there is no evidence of a medical or psychiatric disorder and if they are physically active with a good appetite. Applicants below 17.5 BMI will be temporarily disqualified and a reevaluation justified (RJ) date calculated. RJ date should reflect a waiting period of 4 days for every 1-pound increment. A BMI calculator is located at http://www.nhlbi.nih.gov/health/educational/lose_wt/BMI/bmicalc.htm.

(2) Height. Refer to Height and Weight requirements in table 2.11 and table 2.12.

(3) Orthodontia. Applicants wearing orthodontic retainer appliances, either fixed or removable, are acceptable for enlistment or affiliation with a ‘P1’ profile. Applicants wearing

orthodontic appliances (braces) mounted or removable for continued active treatment are not qualified for AC or RC enlistment, except for prior service applicants who are eligible for RC affiliation. Individuals wearing fixed orthodontic appliances, who are otherwise mentally and physically qualified, may enlist into DEP but must be scheduled to ship after removal date listed in doctor's letter. These applicants must present a letter from their orthodontist, on the date of initial physical examination, stating that orthodontic therapy will be concluded and the appliances removed, at the individual's expense, prior to final processing onto active duty. Individuals returning from DEP who have not completed orthodontic therapy, or who have fixed orthodontic appliances in place, at the time of physical examination are medically disqualified from entering onto active duty and will be DEP discharged until the therapy is completed and the orthodontic appliance removed. Each applicant must clearly understand that the Navy will not incur any obligation or cost connected with orthodontic appliances either during or after enlistment. Retainer appliances require no further treatment and are not to be confused with orthodontic appliances (braces), which require continued treatment and are disqualifying.

(4) Tattoos, body art or 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 or 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), or advocate discrimination based on sex, race, religion, ethnic, or national origin. Additionally, tattoos, body art or 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 or brands on the head, face (to include ear) and scalp. One tattoo is authorized on the back of the neck or behind the ear and will not exceed one inch in any dimension (height or width). The area of the neck is defined as between the collar line of a crew neck T-shirt and the base of the jaw bone. Tattoos on the inner lip not visible with an open mouth are acceptable provided they meet content criteria. Additionally, otherwise permissible tattoos, body art or brands will 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 a single tattoo on the back of the neck or behind the ear only. Per NAVADMIN 082/16, leg and arm tattoos may be of any size. A single tattoo on the neck or behind the ear will not exceed one inch in any dimension (height or width). A tattoo on the neck or behind the ear exceeding the maximum size of one inch will require COMNAVCRUITCOM waiver prior to entering DEP.

Note: COMNAVCRUITCOM has been granted special provisions to waive the size restriction of visible neck and ear tattoos, multiple neck and behind the ear(s) tattoos for new accessions via a NAVCRUITCOM waiver submission via the N35 SharePoint Portal.

(d) Cosmetic Tattoos. Cosmetic tattoos are authorized to correct medical conditions requiring such treatment. For the purpose of this regulation, cosmetic tattooing refers to medical or surgical procedures conducted by licensed, qualified medical personnel.

(e) Cosmetic Permanent Makeup (Women). Cosmetic permanent makeup is authorized for eyebrows, eyeliner, lipstick, and lip liner only. Permanent makeup will 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 will not be obtained. Approved permanent makeup colors are listed in subparagraphs 020804a(4)(e)1 through 020804a(4)(e)4.

1. Eyebrows will be shades of black, brown, blonde, or red and will match the applicant's natural hair color.

2. Eyeliner will be shades of black, brown, blue or green and must match the applicant's natural eye color and will not extend past the natural corner of the eye.

3. Lip liner and lipstick will be the color of the natural lip or shades of pink and moderate reds only.

4. Permanent makeup is considered an elective medical procedure that is accomplished by qualified medical professionals to enhance natural features and requires careful planning and consideration of associated risks and liabilities to the individual.

(5) Mutilation. Intentional mutilation of any part of the body is prohibited. Mutilation is defined as the intentional radical alteration of the body, head, face or skin for the purpose of, or resulting in an abnormal appearance. Examples of mutilation include, but are not limited to, a split or forked tongue, foreign objects inserted under the skin to create a design or pattern, enlarged or stretched holes in the ears (e.g., ear gauging) greater than a normal piercing, intentional scarring on the neck, face or scalp, and intentional burns creating a design or pattern.

(6) Dental Ornamentation. The use of gold, platinum or other veneers or caps for purposes of dental ornamentation is prohibited. For purposes of this regulation, ornamentation is defined as decorative veneers or caps. Teeth, whether natural, capped or veneered, will not be ornamented with designs, jewels, initials or other similar ornamentation.

b. Action

(1) Navy recruiting personnel will conduct a screening for all tattoos, body art and branding. This requires that all tattoos, body art and branding must be seen, either directly or via photographic documentation, per the procedures stated below, unless located in a private area on the applicant. In those cases, it will be necessary to rely on the applicant and medical personnel to describe the tattoo. Screenings will be accomplished using NAVCRUIT 1130/104 United States Navy Tattoo Screening Certificate, MHS Genesis Readiness Report and applicant's personal statement(s) describing the content, meaning or symbolism and rationale for obtaining

each tattoo, body art, or brand - this is mandatory. These documents, in conjunction with photographic documentation and having seen the tattoos, body art, or brands, are required for proper screening. The completed certificate, personal statements, and MHS Genesis Readiness Report will be included as part of the applicant's enlisted PRIDE Mod II record. The personal statement(s) and MHS Genesis Readiness Report will be filed in the applicant's residual file only.

Note: The NAVCRUIT 1130/104 United States Navy Tattoo Screening Certificate is only required for enlisted candidates who have tattoos.

(a) Procedures to View or Photograph tattoos, body art or branding. The procedures listed in subparagraphs 020804a(7)(a)1a through 020804a(7)(a)1f apply to Navy recruiters, Navy Liaison Office (NLO) personnel, and NAVTALACQGRU staff when viewing applicant's tattoos, body art, and branding, or taking a photograph:

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

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

3. In every case, two recruiting personnel (one must be of the same gender as the applicant) will be present to view the tattoo and take a photograph. In the event there are no recruiting personnel of the same gender as the applicant in the Navy recruiting station, NLO, or NAVTALACQGRU, use of other services personnel may be authorized. This task will be accomplished in a location that provides the applicant with privacy. Photographs must not include the applicant's face. Photographs must be treated as PII and may only be taken by NAVTALACQGRU personnel (military or civilian) using Navy issued equipment. Recruiting personnel may not use personal equipment (i.e., cell phone, camera, tablet, etc.), or government issued cell phones, for the purpose of taking photographs of tattoos.

4. Recruiters must brief applicants with tattoos, body art, or brands they will be screened by Navy recruiting personnel. Applicants must be informed that photographs may be taken and by whom, and also ensure they have proper clothing (listed in subparagraphs 020804a(7)(a)1 through 020804a(7)(a)6) to wear in order for the screening process to be conducted properly. They will also read and sign the NAVCRUIT 1130/104 acknowledging the screening process.

5. Photographs of tattoos, body art, or brands requiring a NAVTALACQGRU CO eligibility determination may be sent electronically with the NAVCRUIT 1130/104, MHS Genesis Readiness Report, NAVCRUIT 1133/78, and NAVCRUIT 1133/103 Exception to Policy/DEP Extension Request completed in its entirety. The NAVTALACQGRU 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 as to include the applicant's shoulders.

(b) NAVTALACQGRU COs will conduct an interview (face-to-face or telephonic) with any applicant who possesses tattoos, body art, or brands and deny enlistment to those whose tattoos, body art, or brands are considered inappropriate for members of the Navy. NAVTALACQGRU XO, EPO, Command Master Chief (CMC), Chief Recruiter (CR) and EPDS may be delegated responsibility only when authorized "by direction" authority, in writing, by the NAVTALACQGRU CO. The following statement will be made on DD Form 1966, section VI, remarks:

(Date): "I have interviewed (name of applicant) and viewed their tattoo(s), body art, or branding (in person or photographs) and required documentation.

One of the statements below must follow (choose the most applicable):

"I have determined they are in compliance with the acceptability criteria as stated in COMNAVCRUITCOMINST 1130.8 series."

NAVTALACQGRU CO/XO/EPO/CMC/CR/EPDS Signature and Date

"I have determined they are not in compliance with the acceptability criteria stated in COMNAVCRUITCOMINST 1130.8 series.

NAVTALACQGRU CO/XO/EPO/CMC/CR/EPDS Signature and Date

Note: Applicants not meeting acceptability criteria are not enlistment eligible. No waivers, no exceptions.

(2) Screening Standards

(a) At any point during the screening process, applicants determined to have tattoos, body art, or brands that do not meet the criteria stated in this policy will be disqualified and not allowed to process for Navy enlistment. When evaluating applicants tattoos, body art, or brands, follow the criteria stated in paragraph 020804a(4).

(b) NAVTALACQGRU COs are encouraged to use local law enforcement agencies as a resource to determine if tattoos are gang related. At any point during the screening process for tattoos, body art or brands, questionable cases may be forwarded to NAVCRUITCOM N35 after the NAVTALACQGRU CO or XO has reviewed and given their personal endorsement.

(c) Removal or Alteration of Tattoos, Body Art or Brands. Disqualified applicants who later have any tattoos, body art, or brands professionally concealed or altered may request reconsideration for enlistment eligibility determination. Navy recruiting personnel will not specifically advise an applicant to have a tattoo removed or altered but may inform them of the policy for reconsideration.

(d) The recruiting onboarder will ensure that all Future Sailors are warned not to obtain any new or additional tattoos, body art, or brands while awaiting accession and that failure to comply with this warning could result in their discharge. Future Sailors will be screened for additional tattoos, body art or brands during the 30-day and seven day DEP recertification process and with results documented in Sales Force. The appropriate authority must screen new or modified tattoos, body art, or brands identified during the recertification process.

(3) Post Accession Screening. Recruit Quality Assurance Team (RQAT) will screen recruits for tattoos, body art, branding, self-mutilation, and dental ornamentation during recruit in-processing and the moment of truth. RQAT will ensure proper eligibility determination and processing documentation has been accomplished and will forward all questionable cases to NAVCRUITCOM N35 for review and adjudication.

020805. Medical Waiver

a. Requests for medical waivers will be sent to and processed by NAVCRUITCOM N33. Waivers will be processed without HIV and DAT results; however, under no circumstances will a person be shipped to RTC without HIV and DAT results being obtained and documented in MHS Genesis.

b. Applicants who are drawing (or have a claim pending for) a pension, disability allowance, disability compensation, or disability retired pay from the Federal Government by virtue of prior military service, who are found physically qualified to enlist or have a waiver of standards approved by NAVCRUITCOM N33, must waive their disability compensation, effective the day they enlist or affiliate.

c. Documentation of Approved Waivers. A copy of the approved medical waiver letter and any relevant consultation sheets must be forwarded to RTC or TPU. NAVCRUITCOM N33 waivers must be documented in section VI, DD Form 1966.

d. Medical Conditions which cannot be waived

(1) Acquired Immune Deficiency Syndrome (AIDS), AIDS Related Complex (ARC), HIV Antibody, or history listed in subparagraph 020805d(1) through 020805d(36).

(2) Single kidney - regardless of cause.

(3) Loss of an arm or leg.

- (4) Seizure disorder with seizure or medication within five years.
- (5) History of Cancer with treatment within five years (except basal cell carcinoma).
- (6) Diabetes Mellitus Type I or Type II.
- (7) Loss of one eye.
- (8) History of cataract surgery.
- (9) History of any Keratoconus (protrusion of the cornea).
- (10) History of Glaucoma.
- (11) History of Aphakia (lens replacement of the eye).
- (12) Severe allergic reaction (Anaphylaxis) to insects or food.
- (13) Cirrhosis.
- (14) Corneal transplant history.
- (15) Crohn's Disease and Ulcerative Colitis (Intestinal ulcers).
- (16) Severe deformities of the mouth, throat, or nose that interfere with speech or mastication of ordinary food.
- (17) Severe Scoliosis (spine curvature) or Kyphosis ("hunchback").
- (18) History of eating disorders: Anorexia Nervosa or Bulimia.
- (19) Hepatitis, chronic: Hepatitis B or Hepatitis C carrier.
- (20) Malignant Hyperthermia or Hyperpyrexia (adverse reaction to anesthesia).
- (21) Multiple Sclerosis (nerve disease involving muscle weakness and incoordination) and Muscular Dystrophy (progressive atrophy or wasting of the muscles).
- (22) Severe orthopedic injuries that result in functional limitations secondary to residual muscle weakness, paralysis, or marked decreased range of motion.
- (23) Otitis Media (middle ear infection or inflammation), chronic or currently active.

(24) Pes Cavus (abnormally high arches of the feet with increased extension of the toes), severe, symptomatic (other than routine orthotic use).

(25) Pneumonectomy, removal of entire lung.

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

(27) Prosthetic replacement of joints.

(28) Psychiatric Conditions: Schizophrenia; Major Depression, recurrent; Bipolar Disorder; Panic disorders; Sexual disorders; and Personality disorders, severe.

(29) History of retinal disease or detachment.

(30) Chronic skin disorders, atopic dermatitis, eczema, psoriasis.

(31) Spinal fusion, greater than two vertebral spaces, congenital or surgical involving any number of vertebrae, by any method.

(32) Current drug or alcohol abuse or diagnosed substance dependence.

(33) History of neurofibromatosis.

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

(35) History of intestinal bypass or stomach stapling.

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

(36) Anabolic Steroid Use. Any applicant admitting steroid use within the previous two months is not enlistment eligible.

020806. Delayed Entry Medical Program. To minimize waiver delays due to processing constraints, the Delayed Entry Medical (DEM) program allows enlistment into the DEP based on a NAVCRUITCOM N35 Provisional DEP authorization. A final NAVCRUITCOM waiver must be received prior to the applicant shipping to RTC or going on active duty. Fulfillment of DEM criteria does not guarantee a waiver will be recommended or granted.

a. Physical conditions eligible for a provisional DEM waiver include:

(1) Asymptomatic pes planus (flat feet).

(2) Excessive refractive error not greater than +/- 8.00 diopters sphere and +/- 4.00 diopters cylinder.

(3) Stable transient tachycardia (elevated pulse count on initial exam with normal pulse rate one hour after exam; must have no prior cardiac or hypertensive history).

(4) Common food allergies without prior systemic reaction (should not have a history of shortness of breath with ER, hospital visits or facial, oral swelling).

(5) A favorable orthopedic consultation after knee or shoulder surgery performed one year prior.

(6) Documented treatment and adequate follow-up with two normal PAP smears after history of cervical dysplasia.

b. Applicants disqualified for medical conditions other than those listed in subparagraphs 020805d(1) through 020805d(36) are ineligible for a provisional DEP and will not be enlisted in DEP using DEM processing procedures. See chapter 3 for DEM processing procedures.

Note: NAVCRUITCOM N35 will issue an approval or disapproval control number after the documents received are reviewed by a Navy optometrist. MEPS color perception results are not challengeable and therefore will not be processed under DEM.

020807. Temporary Disability Retired List (TDRL)

a. Reevaluation. Personnel on the TDRL are reevaluated by the Navy Physical Evaluation Board (PEB) at regular intervals. Final action must be taken no later than five years after placement on the TDRL. Title 10, U.S. Code, section 1210(h) specifies retired pay must terminate at the end of the five-year TDRL period.

b. Eligibility for Reenlistment. Upon a finding of “fit for full duty” by the Secretary of PEB, Navy members are notified of their eligibility for reenlistment by NAVPERSCOM (PERS-912), Millington, TN. PERS-912 also notifies appropriate recruiting activities when personnel on the TDRL are eligible for reenlistment. If the Navy member desires to reenlist, recruiters must use the guidelines listed in subparagraphs 020807b(1) through 020807b(8).

(1) The recruiter is responsible for building a new enlistment kit. Members must be thoroughly interviewed to ensure they are qualified in all respects for enlistment. NAVPERSCOM (PERS-912) must be notified if a member is deemed not qualified for enlistment.

(2) Arrange for a physical examination at MEPS. Forward all medical documentation (to include all service related medical information), TDRL paperwork, and a new DD Form 2807-2 to MEPS for a medical read.

(3) If MEPS determines a physical is warranted, schedule the member for a new physical.

(4) If MEPS determines that a physical is not warranted, submit medical read to NAVCRUITCOM N33 for review and disposition. When a member is determined to be disqualified for enlistment, notify NAVPERSCOM (PERS-912) for guidance.

(5) If NAVCRUITCOM N33 determines that a physical is warranted, schedule the member for a MEPS physical. If the MEPS physical determines the member to be disqualified, submit a medical waiver request to NAVCRUITCOM N33 for review and disposition. If approved, continue processing member. If medical waiver disapproved, contact NAVPERSCOM (PERS-912).

(6) Once the member is determined to be fully qualified for enlistment, the enlisted classifier will contact the NAVCRUITCOM PRIDE shop to have a seat forced to TPU Great Lakes for further assignment. Contracts will be for a minimum 4 year period. Individuals who would exceed high year tenure (HYT) with a 4 year contract may contract for 3 years provided they can complete 3 years without exceeding HYT. Any questions regarding this should be directed to NAVCRUITCOM N35. Reenlist the member regardless of:

(a) whether the member's rating is identified as an overmanned rating,

(b) the rating or NEC of the member,

(c) number of dependents, or

(d) NAVET goal constraints. If necessary, the NAVTALACQGRU must obtain NAVET over-ship authorization from NAVCRUITCOM N32.

(7) Upon reenlistment, send an email in the following format:

TO: PERS-9_DISC_CERT

SUBJ: ICO (RATE/NAME/SSN LAST 4)

A. YOUR LTR _____

1. Per SECNAVINST 1850.4, (RATE/NAME/SSN LAST 4)

REENLISTED FOR _____ YEARS ON (EFFECTIVE DATE).

(8) For information regarding the TDRL program, including an applicant's current status, contact Commander, Navy Personnel Command (PERS-821) (DSN: 882-3229/3245; commercial: (901)874-3229/3245). Enlistment policy questions regarding the TDRL program are to be directed to NAVCRUITCOM N35.

c. Other Service Veterans. Other service veterans on the TDRL (or equivalent) of another service, who are declared "fit for full duty" and are authorized reenlistment in their respective service branch, may apply for enlistment in the Navy when formally discharged from the other service branch. If found physically qualified by MEPS, submit the MEPS physical examination

results under a letter of transmittal to the Chief, Bureau of Medicine and Surgery (CHBUMED) via NAVCRUITCOM N32 for eligibility determination.

d. Waiver of Disability Compensation. Disability compensation is a monetary benefit awarded by the Department of Veterans Affairs (DVA) based on a service-connected disability. Members who were found “Unfit” via a final PEB determination with a rating of 30% or higher are transferred to the Permanent Disability Retired List (PDRL), while those rated at 20% or less receive disability severance pay. In many cases, these individuals choose to waive their Navy disability retirement compensation in favor of DVA disability compensation, which is usually at an increased percentage. Applicants in this category who are subsequently found physically qualified by MEPS and are authorized to enlist must waive their disability compensation, regardless of source, and, if enlisted, the disability compensation waiver must be effective on the date of the member’s enlistment.

e. Physical Qualifications. Waiver of special physical qualification requirements for enlisted programs is not authorized.

f. Severance Pay

(1) Personnel previously discharged with disability severance pay are not precluded from reenlisting provided they meet physical standards and are qualified in all other respects. To ensure proper monitoring of these personnel, all such cases must be submitted to NAVCRUITCOM N33. In such cases, the MEPS determination that the requirements of DoDI 6130.4 are fulfilled (passed) is no longer final and may be reversed by NAVCRUITCOM N33. Consideration for waiver will be given automatically.

(2) Enlisted personnel discharged with disability severance pay who subsequently reenlist are not required to repay the disability severance pay previously received. Any disability compensation being received; however, must be terminated effective the date of reenlistment.

020808. Dual Compensation. A member of the Navy Reserve may not draw any of the compensation prescribed for active duty, active duty for training, or inactive duty training for the same period that the member is drawing or claiming a pension, retired or retainer pay, or disability compensation from the United States Government by virtue of prior military service or is drawing a claim or pension from any State, municipality, or private enterprise. Applicants having previously received a disability rating of 10% or more, from any armed service or the Department of Veterans Affairs (DVA), or as a result of employment with any State, municipality or private enterprise must undergo a MEPS physical examination and found physically qualified prior to affiliation. Ensure a NAVPERS 1070/613 (SOU Concerning Dual Compensation) is completed for all such affiliation applicants. Additionally, ensure the NAVPERS 1070/613 is included with all applications requiring higher-approval authority. A Letter of Waiver of Veterans Administration Disability Compensation is also required. Both the NAVPERS 1070/613 and letter will be modified, as appropriate, for individuals receiving

disability compensation, in any form, from any state, municipality, or private enterprise. Both documents can be found on the forms page of the command's website.

020809. Navy Health and Physical Readiness Program

a. Importance. Maintaining a high state of health and physical readiness is essential to combat readiness and mission effectiveness. Excess body fat or the inability to pass the Navy's physical fitness assessment are detrimental to health, longevity, and stamina, and detract from good military appearance. All Navy applicants must become familiar with and understand physical readiness standards contained in OPNAVINST 6110.1.

b. Height and Weight Tables. Refer to table 2.11 for personnel who are required to attend RTC, normally non-prior service applicants. Refer to table 2.12 for personnel who are not required to attend RTC, normally Navy veterans (NAVETS) or other service veterans (OSVETs).

c. Body Fat Content

(1) When the applicant exceeds maximum weight for height and abdominal circumference exceeds 39 inches (for males) or 35.5 inches (for females), determine body fat content.

(2) OPNAVINST 6110.1 outlines procedures for measuring body fat, which must be conducted in a controlled environment by personnel knowledgeable on proper procedures.

Note: Recruiting personnel are prohibited from performing body fat measurements on any prospect, applicant, or Future Sailor without a witness present.

d. Commanding officers must ensure that all applicants are familiar with, and understand, the basic requirements of OPNAVINST 6110.1 prior to enlistment or reenlistment.

020810. Changes to Medical or Physical Condition While In DEP This Section establishes education requirement policy, guidance, and procedures.

a. Injuries, ailments or changes to medical or physical condition requiring medical consultation or treatment while in DEP must be immediately reported to the MEPS CMO for an updated physical eligibility determination.

b. Future Sailors found to be temporarily medically disqualified for a period of 90 days or less may be retained in DEP provided they will not exceed the 365-day DEP limit. Future Sailors found permanently medically disqualified, temporarily disqualified for more than 90-days or unable to ship prior to reaching the 365-day DEP limit due to changes in their medical condition must be DEP discharged. (Note: The 90 day counter commences the date that the injuries or ailments occurred.)

c. Prior DEP members discharged due to changes in their medical status while in DEP may reprocess for enlistment as soon as the temporary medical condition is resolved and the member is cleared to be reexamined by the MEPS CMO or when a waiver is granted by NAVCRUITCOM N33 for a MEPS CMO determined permanent disqualifying condition.

Table 2.11 Weight and Height Screening Table for Applicants Requiring Recruit Training

WEIGHT AND HEIGHT SCREENING TABLE FOR APPLICANTS REQUIRING RECRUIT TRAINING		
Applicant's Height (Inches)	Men Maximum Weight (pounds)	Women Maximum Weight (pounds)
57	127	127
58	131	131
59	136	136
60	141	141
61	145	145
62	150	149
63	155	152
64	160	156
65	165	160
66	170	163
67	175	167
68	181	170
69	186	174
70	191	177
71	196	181
72	201	185
73	206	189
74	211	194
75	216	200
76	221	205
77	226	211
78	231	216
79	236	222
80	241	227

Note 1: Do not disqualify applicants who exceed maximum weight for height. Determine body fat content when abdominal circumference exceeds 39 inches (for males) or 35.5 inches (for females).

Note 2: Applicants who exceed maximum weight may be DEPPed or accessed provided their body fat does not exceed 26% (males) or 36% (females).

Note 3: Height waivers for applicants above 80 inches or below 57 inches are not authorized.

Note 4: Height eligibility will be based on the height documented on the MEPS physical. Rounding up to the next whole inch is not authorized.

Note 5: Weight eligibility will be based on the weight and height documented on the MEPS physical. (No Exceptions!) Round height to the next whole inch for weight eligibility determination.

Note 6: Recruiters are responsible for ensuring future Sailors remains within the Navy height, weight, and body fat standards throughout their time in DEP and will not ship any future Sailor to RTC exceeding standards.

Table 2.12 Weight and Height Screening Table for Applicants
Not Requiring Recruit Training

WEIGHT AND HEIGHT SCREENING TABLE FOR APPLICANTS NOT REQUIRING RECRUIT TRAINING		
Applicant's Height (Inches)	Men Maximum Weight (pounds)	Women Maximum Weight (pounds)
57	127	127
58	131	131
59	136	136
60	141	141
61	145	145
62	150	149
63	155	152
64	160	156
65	165	160
66	170	163
67	175	167
68	181	170
69	186	174
70	191	177
71	196	181
72	201	185
73	206	189
74	211	194
75	216	200
76	221	205
77	226	211
78	231	216
79	236	222
80	241	227

Note 1: Do not disqualify applicants who exceed maximum weight for height. Determine body fat content when abdominal circumference exceeds 39 inches (for males) or 35.5 inches (for females).

Note 2: Applicants who exceed maximum weight may transfer to TPU Great Lakes provided their body fat content does not exceed 26% (males) or 36% (females).

Note 3: Height waivers for applicants above 80 inches or below 57 inches are not authorized. Exceptions to this policy may be requested for NAVETs only.

Note 4: Height eligibility will be based on the height documented on MEPS physical documents. Rounding up to the next whole inch is not authorized.

Note 5: Weight eligibility will be based on the weight and height documented on the MEPS physical. (No Exceptions!) For weight eligibility, round height to the next whole inch.

SECTION 9
CONDUCT REQUIREMENT

020901. Purpose. The moral character of an applicant must be determined:

- a. To prevent enlistment of persons whose social habits, such as theft, arson, resistance to authority, etc., are a threat to unit morale and cohesiveness.
- b. To screen out persons who would likely become serious disciplinary problems in the Navy, and who would consequently divert resources from the performance of military missions.
- c. To assure enlistees and their parents that the enlistee will not be serving in an organization that accepts persons with undesirable criminal behavior or histories.

020902. Criteria. Applicants with no criminal convictions, fines, or periods of restraint are morally eligible for enlistment; however, any voluntarily disclosed, self-admitted, or recruiter discovered form of police or criminal involvement by an applicant warrants further investigation and may be grounds for disqualification. In such cases, conduct waivers may be considered per chapter 3.

020903. Definitions. The court-related terms are defined in subparagraphs 020903a through 020903k to assist in determining an applicant's qualifications.

a. Adverse Juvenile Adjudication

(1) Determination by a judge or jury in juvenile court proceedings that the juvenile is guilty of, or that the individual committed the acts alleged in the petition or complaint, based either on the merits of the case or on the juvenile's admission of guilt or plea of guilty, and that the determination was recorded in the court's records, and

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

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

(2) The term "adverse juvenile adjudication" is adjudication as a juvenile delinquent, wayward minor, youthful offender, delinquent child, juvenile offender, incorrigible, and a declaration of the juvenile as a ward of the court, or an award of probation or punishment by a

juvenile court as a result of an offense. The term "ward of the court," does not include the adjudication of a juvenile as a "dependent," as "neglected," or as "abandoned."

(3) For purposes of a waiver, processing will be based on the severity of the specific offense(s) for which an applicant was adjudged or convicted. The severity of the offense(s) will be determined by the tables 2.14 through tables 2.17, or by the notes contained therein if the offense is not specifically listed by name. Once the request for a conduct waiver is at the proper decision level, factors such as the applicant's age at the time of the offense, the actual sentence imposed by the court, etc., will be considered.

b. Community Service. A sentence of a specific amount of labor to be performed for the benefit of the community at large. Community service is a form of fine or restitution, but is not a form of restraint. Applicants who have been directed by judicial authority to perform community service are ineligible for enlistment until such service has been completed and the appropriate waiver has been granted. No person will perform any type of Community Service at any Navy Recruiting Office or recruiting facility. No exceptions.

c. Conviction

(1) Determination of "guilty" by judge or jury, based either on the merits of a case or on defendant's plea of "guilty" or "nolo contendere":

(a) Regardless of whether sentence was then imposed, withheld, or suspended.

(b) As a general rule of thumb, any requirements imposed by judicial authorities will be viewed as a conviction for enlistment purposes. Pretrial intervention or diversionary programs will be considered a "conviction". Similarly, requirements imposed by law enforcement officials, (e.g., police, sheriffs, deputy sheriffs, or state troopers), will be viewed as a non-judicial administrative action. The key question is: "Was there involvement by judicial authorities?"

(2) Convictions or charges that have been reduced for expediency, as in "plea-bargaining", or plea to a reduced or lesser charge will be waived at the level appropriate for the adjudicated or convicted charge(s). Caution in these matters are to ensure no "recruiter impropriety or involvement" with judicial authorities prior to the court conviction phase.

d. Expungement. Some states have established procedures for the subsequent "expunging of the record", "dismissal of charges", or "pardon" upon evidence of rehabilitation of the offender. Such action has the legal effect of extinguishing the initial "conviction" or "adverse juvenile adjudication" so that under state law the applicant has no record of conviction or adverse juvenile adjudication. In spite of this action, the record must be revealed and a waiver of the applicant's disqualification(s) is required at the proper enlistment decision level.

e. Felony (also referred to as a "major misconduct" offense in this manual)

(1) A "felony" is defined as a conviction or adverse adjudication by civil authorities (foreign or domestic), or action taken which is tantamount to a finding of guilty of an offense for which the maximum penalty is confinement under state or local law exceeding one year. Refer to offenses listed in tables 2.14 through tables 2.17 for general felony offenses.

(2) An offense is classified a "felony" without regard to the offender's age when the offense was committed, or whether the offense was disposed of by juvenile or adult criminal proceedings. A felony charge that is adjudicated as a felony which is amended later to a lesser offense classification will be considered a felony for enlistment waiver purposes. Any applicant arrested, charged, cited, or adjudicated with a felony offense regardless of final offense disposition or adjudication rendered by any court or civil authority must be referred to NAVCRUITCOM 00J for a mandatory NAVCRUITCOM offense classification determination.

f. Nolo Contendere. "Nolo Contendere" is a plea made by a defendant in a criminal action equal to an admission of guilt. With this plea a defendant is subject to punishment, but leaves open the possibilities for denial of the alleged facts in other proceedings. Nolo Contendere pleas are considered adverse adjudications for enlistment or affiliation processing.

g. Probation. Probation is the suspension of a sentence of an individual convicted of an offense. The suspension of sentence will usually always require the individual to abstain from further unlawful activity during the period of probation and may or may not include other conditions imposed by the convening civil authority or court. The term unconditional or unsupervised probation is used to define a period of probation where the individual has no restrictions concerning freedom of movement, no future reporting requirements, no outstanding balance of fines, restitution or community service to be fulfilled, or any other tangible condition that would restrict the individual's ability to join and serve in the armed forces. Supervised or conditional probation is defined as any imposed condition that would restrict the individual from joining the armed forces due to movement restrictions, reporting requirements, unpaid balances of fines or restitution, or remaining community service requirements to be fulfilled.

h. Sealed Juvenile Records. Several states have provisions for "sealing juvenile records" which serves to limit disclosures on the part of law enforcement officials and judicial authorities. In spite of the legal effect of such action, the applicant must reveal the record, and a conduct waiver must be granted to authorize enlistment in these cases.

i. Domestic Violence. Domestic violence is incompatible with military service and contrary to the Navy's core values. Waivers for domestic violence convictions (misdemeanor or felony) are not authorized, per the Lautenberg Amendment to the Federal Gun Control Act of 1968 for military personnel, unless the applicant has the conviction expunged.

(1) The term conviction means a judgment of guilty was entered against the applicant in court. Unlike usual waiver criteria, adjudication in the juvenile system, pre-trial diversions, or cases resulting in deferred judgments do not count as convictions for the purpose of this law.

(2) Domestic Violence Rejections:

(3) Any applicant who has been convicted of a felony or misdemeanor crime of domestic violence is ineligible for enlistment.

(a) Applicants who have convictions for domestic violence, as defined in Title 18 U.S. Code sections 921 and 922 as discussed below, are ineligible for services. There are exceptions to the rule, which are discussed below. Navy recruiting personnel will apply this rule to both felony and misdemeanor convictions for domestic violence. Domestic violence offenses may also include, but are not limited to, assault, assault and battery, and disorderly conduct convictions in which the perpetrator and victim meet the conditions of the domestic violence rule. The domestic violence rule must be applied regardless of whether or not the individual was charged with domestic violence.

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

1. Current or former spouse, parent or guardian of the victim; or
2. The perpetrator and victim are parents of a child; or
3. The perpetrator cohabitated with the victim as a spouse, parent or guardian; or
4. The perpetrator was serving in a role similar to spouse, parent or guardian of the victim.

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

(d) This rule does not apply to summary court-martial convictions or the imposition of NJP (article 15, UCMJ) for domestic violence. These are not considered convictions for purposes of this rule.

(4) DEP Members. The same steps delineated in subparagraphs 020903i(3)(a) and 020903i(3)(b) must be followed for all members of the Delayed Entry Program. Any Future Sailor who was convicted of a crime involving domestic violence will be discharged. Commanding officers will ensure that all Future Sailors are apprised of this policy in a timely manner.

j. Persons under unconditional or unsupervised probation are enlistment eligible. Persons under conditional or supervised probation or have suspended jail time are not eligible to process for enlistment until the end of the probation period.

k. Violation of Probation. All applicants charged with probation violation require a NAVCRUITCOM 00J enlistment eligibility determination.

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

020904. Verification. Recruiters will verify each applicant's conduct qualification for enlistment through:

- a. Questions asked in the initial screening process and MEPS interviews.
- b. Explanation of penalties for withholding information.
- c. Using the Standard Form (SF) 86 Questionnaire for National Security Positions and DD Form 1966 for each applicant.
- d. Use of DD Form 369 and DD Form 370 Request for Reference, as required.
- e. Use of Tables 2.14 through Tables 2.17 Uniform Guide List for Typical Offenses.
- f. Post-enlistment interviews.

020905. Documentation of Conduct Qualification. The applicant is the primary source by which the recruiter gathers information on conduct qualification for enlistment. The use of standardized forms may validate and clarify an applicant's statement, or reveal further involvement. Documentation revealing lesser involvement; however, will not be used to contradict self-admitted information without clear evidence refuting the applicant's understanding of events. Documents used for verification are listed below. Additional procedures on use and processing of the forms are contained in chapter 4 of this instruction.

a. DD Form 369 (Police Record Check). This form facilitates police record checks when required by this manual. Instructions for completing the DD Form 369 can be found in article 020406.

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

- (1) When required by this manual.
- (2) When considered appropriate in questionable cases.
- (3) When directed.

c. Special Agency Check (SAC) and Tier 3 (T3) Investigations. Per United States Office of Personnel Management (OPM) Federal Investigations Notice 16-02 of October 6, 2015, Tier 3 (T3) investigations are required for positions designated as non-critical sensitive or requiring eligibility for “L” access or access to Confidential or Secret information. The SAC and T3 are important background checks by which applicants’ pre-accession arrest history is verified. Currently the SAC and the T3 investigation requests are submitted to the Office of Personnel Management (OPM) via transmission of applicant’s fingerprints and the Personnel Security Investigation (PSI).

d. MEPCOM Form 601-23 (Report of Additional Information). MEPS personnel prepare this form for the recruiting service to report additional information required for enlistment qualification. For example, an applicant discloses additional information or indicates improper recruiting procedures during the MEPS interview, or the MEPS medical officer discovers additional medical information affecting an applicant's physical qualification. These reports must be resolved prior to continued enlistment processing. The NAVTALACQGRU CO responds to the report by:

- (1) Notifying the MEPS that the additionally disclosed information has been considered, and
- (2) Providing instructions regarding further processing of the applicant.

020906. Civil Restraint

a. Eligibility

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

(2) Eligible. Applicants are eligible for enlistment while under unsupervised unconditional probation. The term “unsupervised unconditional probation” is defined as a probationary status imposed by a criminal or juvenile court that places no conditions upon the individual. If any of the conditions listed in subparagraphs 020906a(2)(a) through 020906a(2)(d) are present, the individual is not to be considered on unsupervised unconditional probation and is therefore ineligible.

(a) Freedom of movement restrictions, i.e., individual must inform authorities of intent to leave the state.

(b) Requirement for the payment of damages (upon full payment, the condition would not be disqualifying).

(c) Requirement for the periodic reporting to an officer of the court (to include a probation officer).

(d) Involvement of supervision by an officer of the court (to include a probation officer and includes monitoring).

b. Mandatory Waiting Period After Civil Restraint. Processing of applicants who have been on any type of civil parole or supervised conditional probation is subject to the conditions listed in subparagraphs 020906b(1) through 020906b(4).

(1) Processing must not begin during the probationary or parole period.

(2) Applicants completing their original full term of parole or supervised, conditional probation are eligible to begin processing.

(3) Applicants who are released early from parole or supervised, conditional probation are ineligible to begin processing until the criteria specified below are met:

(a) After the time their original full term of parole or probation would have terminated,

(b) After a three month waiting period for early release from parole or probation for major misconduct convictions, or

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

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

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

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

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

Note: The mandatory waiting periods listed in subparagraphs 020906b(1) through 020906b(4) cannot be waived.

020907. 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).

(2) Applicants who may be required to appear in court as witnesses or who have lawsuits pending by or against them must not be enlisted without prior approval of NAVCRUITCOM 00J.

b. Procedure. Submit requests for enlistment eligibility determination of applicants who are involved in civil suits to NAVCRUITCOM 00J. A complete pre-enlistment kit is not required.

c. 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 or insurance company indicating whether the applicant needs to be present or waives his presence at the hearing.

d. Approval granted by COMNAVCRUITCOM for a pending lawsuit must be documented using the DD Form 1966, section VI, remarks, and entry:

(Date): PHONCON between (Name and Rank) of NAVTALACQGRU (Name of NAVTALACQGRU) and (Name and Rank), NAVCRUITCOM 00J on (date) authorizes enlistment notwithstanding pending civil suit (lawsuit).

(Signature of NAVTALACQGRU CO, MLPO, or EPDS)
(Name, Rate, Title) By Direction of the CO

020908. Self-Admitted Crimes – No Police Record. Self-admitted crimes and offenses will 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 will be classified (charted) and waived at the appropriate level per this manual.

020909. Civil Involvement While In DEP. Enlistment and program eligibility determinations are based on the cumulative civil involvement of the individual before and during DEP enlistment. To determine eligibility, add the number of pre-enlistment offenses to the number of offenses committed while in DEP. Refer to Table 2.13 Eligibility and Waiver Chart for Applicants with Civil or Conduct Offenses to determine waiver and waiver authority

requirements. Discharge the individual if no longer eligible or if the cumulative number of offenses exceeds NAVTALACQGRU CO waiver limits. Police involvement while in DEP resulting in supervised or conditional probation, parole, or confinement exceeding three days requires a DEP discharge. Any deferred adjudication or suspended jail time exceeding 3 days also require a DEP discharge. Violations while in DEP resulting in a court appearance or fines requires a DEP discharge if final disposition and payment of fines is not possible within the 365 day DEP limit. Previously undisclosed violations discovered while the member is in DEP are to be handled per this article. Refer to [chapters 5 and 6](#) to verify program eligibility. (DEP discharges must occur with 72-hours of notification.)

Note: Future Sailors found to have previously undisclosed civil offenses (e.g., undisclosed offenses reported on FBI tech-check reports) or who commit offenses in DEP, which require an enlistment waiver by COMNAVCRUITCOM must be DEP discharged within 72-hours. Once DEP discharged, there is a mandatory waiting period of 90 days before a waiver request can be submitted for consideration.

020910. Special Provisions for Applicants Charged With Crimes Involving Physical Violence

a. Applicants charged with domestic violence require a NAVCRUITCOM 00J determination of enlistment eligibility.

b. The NAVTALACQGRU CO or XO will 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 (interview cannot be delegated below the XO).

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 NAVTALACQGRU CO or XO. Refer to table 2.13 to determine if an additional waiver is required. Document the physical violence interview per chapter 4, section 2, DD Form 1966 section VI entry instructions and samples.

Note: Physical waiver interviews can be conducted face-to-face or telephonically.

020911. Mandatory Determinations. Conduct offenses and civil situations requiring mandatory NAVCRUITCOM 00J determinations are listed on Table 2.18 Mandatory Determinations Matrix.

020912. Waivers. Information regarding waivers and waiver processing is contained in chapter 3.

Table 2.13 Eligibility and Waiver Chart for Applicants with Civil or Conduct Offenses

ELIGIBILITY AND WAIVER CHART FOR APPLICANTS WITH CIVIL OR CONDUCT OFFENSES		
Offense	Number of Offenses	Waiver Authority
Traffic Violations (Regardless of When Occurring) Notes 1, 3, 4, 5, 6, 7, 8 & 10	Up to 4 5 or more	No waiver required NAVTALACQGRU CO
Non-Traffic Offenses (Minor Misdemeanors) (Regardless of When Occurring) Notes 1, 4, 5, 6, 7, 8 & 10	Up to 4 5 – 7	No waiver required NAVTALACQGRU CO
	8 or more	No waiver authorized
Misconduct (Serious Misdemeanors) (Regardless of When Occurring) Notes 1, 2, 4, 5, 6, 7, 8 & 10	1	NAVTALACQGRU CO eligibility determination (Note 9)
	2 - 4	NAVTALACQGRU CO
	5 or more	No waiver authorized
Major Misconduct (Felonies) (Regardless of When Occurring) Notes 1, 2, 5, 6, 7, 8 & 10	Up to 2	COMNAVCRUITCOM
	Applicants can have 2 juvenile major misconduct offenses or a combination of 1 adult and 1 juvenile major misconduct (cannot have more than 1 adult major misconduct offense). Applicants with 2 adult or 3 or more major misconduct offenses	(NAVTALACQGRU CO must conduct personal face to face interview). Submit waiver via the NAVCRUITREG No waiver authorized
Combination Rules: (Misconduct and Non-Traffic Offenses) Notes 1, 2, 4, 5, 6, 7, 8 & 10	Combination of 1 misconduct and 4-6 non-traffic offenses	NAVTALACQGRU CO
	Combination of 2 misconduct and up to 5 non-traffic offenses	NAVTALACQGRU CO
	Combination of 3 misconduct and up to 4 non-traffic offenses	NAVTALACQGRU CO
	Combination of 4 misconducts and any non-traffic offenses	No waiver authorized
	Any combination totaling eight or more misconduct and non-traffic offenses	No waiver authorized
	Combination of 1 major misconduct and 3 or more additional offenses other than traffic violations	No waiver authorized

Note 1: In determining the classification of an offense (traffic, non-traffic offenses, misconduct and major misconduct), refer to Tables 2.14 through Tables 2.17 Uniform Guide List for Typical Offenses and the notes at the bottom of each category of offenses.

The list of offenses in tables 2.14 through tables 2.17 takes precedence over state or local adjudications, with the exception of major misconduct (felony) offenses, see article 020903e.(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 rating. They do not have to be waived for enlistment purposes, no matter how long ago they occurred; however, these violations must be listed on the applicant's SF 86. When a waiver is required, list these offenses on the waiver brief sheet.

Note 4: A drug waiver is required if two or more violations are drug related. An alcohol waiver is required if two or more violations are alcohol related. Refer to chapter 2, section 10, Table 2.20 Eligibility And Waiver Chart for Applicants with Drug or Alcohol Abuse and Related Offenses for waiver limits and authority.

Note 5: See article 021001 for Behind the Wheel (BTW) offenses.

Note 6: Recruiting personnel will list all offenses regardless of disposition (dropped, dismissed, expunged, etc.) or time of occurrence on the SF 86. Applicants must provide a personal statement(s) regarding 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 by 00J.

Note 8: Any applicant arrested, charged, cited, or adjudicated with a major misconduct offense regardless of final offense disposition or adjudication rendered by any court or civil authority must be referred to NAVCRUITCOM 00J for a mandatory NAVCRUITCOM offense classification determination. Applicants with two or more adult or three major misconduct convictions are not enlistment eligible.

Note 9: To meet Navy standards, a NAVTALACQGRU CO enlistment eligibility determination is required for conduct offenses that fall below DoD waiver reporting thresholds. Utilize the conduct waiver process to facilitate the eligibility determination, document the eligibility determination in the remarks section of DD Form 1966, but do not code as an enlistment waiver on enlistment documents or PRIDE Mod II.

Note 10: Use a NAVCRUITCOM 00J Legal Determination Sheet in all cases where this instruction states that NAVCRUITCOM 00J must make an eligibility determination or offense classification decision.

Table 2.14 Uniform Guide List for Typical Traffic Offenses

UNIFORM GUIDE LIST FOR TYPICAL TRAFFIC OFFENSES	
OFFENSE CODE	OFFENSE TITLE
100	Bicycle ordinance violation.
101	Blocking or retarding traffic.
102	Contempt of court for minor traffic offenses.
103	Crossing yellow line; driving left of center.
104	Disobeying traffic lights, signs, or signals.
105	Driving on shoulder.
106	Driving uninsured vehicle.
107	Driving with blocked vision or tinted window.
108	Driving with expired plates or without plates.
109	Driving with suspended or revoked license.
110	Driving without license.
111	Driving without registration or with improper registration.
112	Driving wrong way on one-way street.
113	Failure to appear for traffic violations.
114	Failure to comply with officer's directive.
115	Failure to have vehicle under control.
116	Failure to signal.
117	Failure to stop or yield to pedestrian.
118	Failure to submit report after accident.
119	Failure to yield right-of-way.
120	Faulty equipment such as defective exhaust, horn, lights, mirror, muffler, signal device, steering device, tail pipe, or windshield wipers.
121	Following too closely.
122	Hitchhiking.
123	Improper backing such as backing into intersection or highway, backing on expressway, or backing over crosswalk.
124	Improper blowing of horn.
125	Improper passing such as passing on right, passing in no-passing zone, passing stopped school bus, or passing pedestrian in crosswalk.
126	Improper turn.
127	Invalid or unofficial inspection sticker or 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 plates 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 or child restraint violation.
137	Skateboard, roller skate, or inline 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.
143	Reserved for future use.
144	Reserved for future use.

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.

Table 2.15 Uniform Guide List for Typical Non-Traffic Offenses

UNIFORM GUIDE LIST FOR TYPICAL NON-TRAFFIC OFFENSES	
OFFENSE CODE	OFFENSE TITLE
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 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 or toll evasion.
219	Harassment, menacing, or stalking.
220	Illegal betting or gambling; operating illegal handbook, raffle, lottery, or punchboard; cockfighting.
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 or simple).
238	Unlawful assembly.
239	Unlawful manufacture, sale, possession, or consumption of liquor in public place.
240	Unlawful use of long-distance telephone calling card.
241	Using or wearing unlawful emblem 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.
249	Reserved for future use.

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.”

Table 2.16 Uniform Guide List for Typical Misconduct Offenses

UNIFORM GUIDE LIST FOR TYPICAL MISCONDUCT OFFENSES	
OFFENSE CODE	OFFENSE TITLE
300	Aggravated assault, fighting, or battery (more than \$500 fine or restitution or confinement).
301	Carrying of weapon on school grounds (other than 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 or alimony).
305	Criminal mischief (more than \$500 fine or restitution or confinement).
306	Criminal trespass.
307	Desecration of grave.
308	Domestic battery or violence not considered covered by section 922 of Title 18, U.S.C. (Reference (m)), referred to in this issuance as the "Lautenberg Amendment."
309	Driving while drugged or intoxicated; driving while ability impaired; permitting driving under the influence.
310	Illegal or fraudulent use of a credit card or 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 of obscene or indecent matter (including e-mail).
316	Possession of marijuana or drug paraphernalia.
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 or taking of a vehicle or conveyance from family member; joy riding.
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.
331	Reserved for future use.
332	Reserved for future use.

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."

Table 2.17 Uniform Guide List for Typical Major Misconduct Offenses

UNIFORM GUIDE LIST FOR TYPICAL MAJOR MISCONDUCT OFFENSES	
OFFENSE CODE	OFFENSE TITLE
400	Aggravated assault; assault with dangerous weapon; maiming.
401	Arson.
402	Attempt to commit a felony.
403	Breaking and entering with intent to commit a felony.
404	Bribery.
405	Burglary.
406	Carjacking.
407	Carnal knowledge of a child.
408	Carrying of weapon on school grounds (firearm).
409	Check, worthless, making or uttering, with intent to defraud or deceive (over \$500).
410	Child abuse.
411	Child pornography.
412	Conspiring to commit a felony.
413	Criminal libel.
414	Domestic battery 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 or larceny (value of \$500 or more).
419	Grand theft auto.
420	Hate crimes.
421	Illegal or 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 or 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 (not including marijuana).
429	Negligent or vehicular homicide.
430	Perjury or subornation 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, obligation, or removing.
433	Rape, sexual abuse, sexual assault, criminal sexual abuse, incest, or other sex crimes. (See Section 2.h.(3) of Enclosure 3 of this instruction; waivers for these offenses are not authorized.)
434	Riot.
435	Robbery (including armed).
436	Sale, distribution, or trafficking of cannabis (marijuana) or any other controlled substance (including intent).
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.
442	Reserved for future use.
443	Reserved for future use.

Note: Offenses of comparable seriousness should be treated as major misconduct. In doubtful cases, the following rule should be applied: “If the maximum confinement under local law is one year or more, the offense should be treated as a major misconduct offense”. Any applicant arrested, charged, cited, or adjudicated with a major misconduct “felony” offense regardless of final offense disposition or adjudication rendered by any court or civil authority must be referred to NAVCRUITCOM 00J for a mandatory NAVCRUITCOM offense classification determination.

Table 2.18 Mandatory Determinations Matrix

MANDATORY DETERMINATIONS MATRIX	
MANDATORY DETERMINATIONS:	DOCUMENTS TO REVIEW:
1. Lautenberg Amendment (Domestic Violence Law)	Police Record Check (PRC) Court documents Personal statement Police narrative (if needed) *elements of crime
2. Custody determination See section 5 for exceptions	Birth certificate Court documents Personal statement (lived with child or paying child support?)
3. Parental consent. See section 1 for exceptions.	Personal statement by the applicant and parent or guardian Court documents Birth certificate
4. Drug related crimes (other than possession of marijuana and drug paraphernalia)	PRC Court documents Personal statement
5. Sex related crimes	PRC Court documents Personal statement
6. Negligent homicide	PRC Court documents Personal 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 Personal statement May need minutes from court Possible call to DA
8. Probation violation	PRC Court documents i.e.: arresting officer report Personal statement Type of violation? i.e.: violation of probation Punished for violation?
9. All major misconduct “felony” offenses, including major misconduct offenses reduced to a lesser charge (must be endorsed by NAVTALACQGRU CO prior to submission)	PRC Court documents Personal statement Possible call to DA

* In all cases – review of the charges are based on state law.

SECTION 10
DRUG AND ALCOHOL SCREENING REQUIREMENT

021001. Policy. Department of the Navy policy is that drug and alcohol dependent applicants, current drug and alcohol abusers, and those individuals whose pre-service abuse of drugs 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 enlistment.

a. Applicant Understanding of the Navy's Zero-Tolerance Policy. All Navy applicants must be informed of the Navy's zero-tolerance policy toward drug and alcohol abuse early in processing.

b. Pre-Service Drug or Alcohol Related Offenses. Individuals who have been convicted or adversely adjudicated for two or more drug or alcohol offenses require a drug or alcohol waiver. This waiver is in addition to any civil waiver that may be required.

c. Pre-Service Behind-The-Wheel Related Offenses. Individuals who have been convicted of an alcohol-related offense must be considered under the guidelines for processing applicants with past civil convictions. In this regard, two or more behind-the-wheel (BTW) convictions (such as driving while intoxicated (DWI), driving under the influence (DUI), operating under influence of alcohol (OUIL), driving while alcohol impaired (DWAI), etc.) can be indicative of a serious problem with alcohol. Whenever an applicant is adversely adjudicated for driving while under the influence of illegal drugs or alcohol, the offense is considered a BTW offense regardless of how the State terms the offense. As an example, a charge of DUI, which is reduced to reckless driving, is still considered a BTW offense if there was evidence presented that the driver was under the influence of drugs or alcohol. Applicants with a BTW conviction must wait a mandatory period of one year from date of original offense before gained as an accession or affiliation. Applicants with multiple BTW convictions are ineligible for enlistment; however, an exceptionally qualified applicant who has shown evidence of having discontinued their abuse of alcohol or illegal drugs may request a waiver from the NAVTALACQGRU CO, provided the person has no more than two BTWs and is not accessed onto active duty or gained as an affiliation until 12 months has elapsed since the date of the most recent BTW offense. The mandatory waiting period cannot be waived.

d. Program Eligibility. Applicants granted a drug or alcohol abuse waiver for entry into a program and who are ineligible for certain special programs may, on a case-by-case basis, reapply for consideration of these special programs to the Chief of Naval Personnel after a minimum of two years active duty.

021002. Definitions. The definitions listed in subparagraphs 021002a through 021002x are for operational use within the alcohol and drug abuse programs of the Navy. They do not change

definitions in statutory provisions, regulations, or directives concerning personnel administration, medical care, or with determination of misconduct and criminal or civil responsibilities for a person's acts or missions.

a. Alcohol Abuse. The use of alcohol to an extent that it has an adverse effect on the user's health or behavior, family, community, or the Navy, or leads to unacceptable behavior as evidenced by one or more alcohol-induced incidents.

b. Alcohol Dependence or Alcoholism. Is the compulsive use of alcohol resulting in physical, psychological or social harm to the user and continued use despite that harm?

c. Alcohol-Induced Related Offense. Any adverse adjudication involving alcohol.

d. Alcoholic. An individual who is suffering from the disease of alcoholism.

e. Controlled Substance. Those substances listed in Schedules I-V established by Section 202 of the Comprehensive Drug Abuse Prevention and Control Act of 1970, as updated and republished under that Act. Substances listed include, but are not limited to, marijuana, narcotics, hallucinogens or psychedelics, and specific depressants and stimulants. Refer to Table 2.19 Controlled Substances.

f. Depressants. Sedative-hypnotic drugs of diverse chemical structure all capable of inducing varying degrees of behavioral depression. Depending on dose, can have a sedative, tranquilizing, hypnotic (sleep), or anesthetizing effect. Most common categories of depressants include barbiturates (such as Phenobarbital or Secobarbital), tranquilizers, benzodiazepines, or methaqualone.

g. Detoxification. Medical and psychological management of the alcohol or drug withdrawal processes.

h. Drug Abuse. Illegal or non-medical use of, or possession of, drugs.

i. Drug Paraphernalia. All equipment, products, and materials of any kind that are used, intended for use, or designed for use, in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling, or otherwise introducing into the human body a controlled substance in violation of law.

j. Drug Dependence. The compulsive use of a chemical or pharmacological agent resulting in physical, psychological, or social harm and continued use despite that harm. The term does not include the continuing prescribed use of pharmaceuticals as part of the medical management of a chronic disease or medical condition.

k. Drug Possession. The exercise of actual physical custody and control, or the exercise of dominion and control, over a controlled substance. Merely being in the presence of another

person who is in possession of a substance, or merely knowing the location of a substance, does not constitute possession. The substance does not; however, have to be in the hands of a person or otherwise on the person. Possession may be established by the fact that the substance was found on the premises or in a place over which a person exercises dominion and control. Two or more persons may be in possession of a substance.

l. Drug-Related Incident. Any incident in which drugs are a factor. For the purposes of this instruction, voluntary self-referral, use, possession of drugs or drug paraphernalia, or drug trafficking constitute an incident. Other types of incidents must be carefully evaluated to determine if drugs are an underlying factor where medical care is required, or suspicious public or domestic disturbance has taken place.

m. Drug-Related Offense. Any citation or charge of offense in which drugs are a factor, including drug paraphernalia, that resulted in a conviction or any other adverse adjudication. Drug related offenses that are reduced or amended to non-drug related charges and convictions or adverse adjudications will be treated as a drug related offense for enlistment or affiliation purposes.

n. Drug Trafficking or Supplying. The wrongful distribution of a controlled substance.

o. Experimental or Casual Use of Marijuana. One who has illegally or improperly used marijuana for reasons of curiosity, peer pressure, or other similar reasons and who positively and clearly rejects further marijuana use. Marijuana use for reasons of a deeper and more continuing nature than those motivating drug experimenters or casual users cannot be waived.

p. Hallucinogens or Psychedelics. A group of diverse, heterogeneous compounds, all with the ability to induce visual, auditory, or other hallucinations and to separate the individual from reality. Depending on substance and dosage, these substances can cause disturbances in cognition and perception. Most common categories are: LSD, Mescaline, Peyote, Psilocybin, and psychedelic amphetamine variants (STP, MDA). Although a unique drug, for the purposes of this instruction Phencyclidine (PCP) is included in this general drug category.

q. Marijuana. Any intoxicating product of the hemp plant (*Cannabis Sativa*), any synthesized product of the hemp plant (i.e., hashish), or any other variant thereof. For the purposes of this instruction, the terms marijuana and cannabis are used interchangeably.

r. Narcotics. Any opiates or opiate derivatives, including their synthetic equivalents. Included as opiates are morphine, codeine, heroin, methadone, talwin, percodan, darvon, etc.

s. Physical or Physiological Dependence. An alteration to an individual's physiology or state of adaptation to a substance evidenced by a pattern of pathological use, impaired social or occupational functioning, an increased tolerance for the substance, and withdrawal symptoms when use of the substance is abruptly discontinued.

t. Prescription Dependence. The dependence on a drug prepared for, and dispensed to, an individual under the written direction of a physician. An individual may become dependent upon prescription medications either through no fault of their own or through the manipulation of the medical system. Each incident of prescription dependence must be handled on a case-by-case basis to determine the individual's role in becoming chemically dependent.

u. Psychological Dependence. A preoccupation with a drug (including alcohol) characterized by craving for, ruminations about, and an intense desire to secure a regular supply of, the drug. Psychological dependence predates physical dependence by as much as five years.

v. Recovering Alcoholic or Drug Abuser. A person whose chemical dependency has been arrested through abstinence.

w. Stimulants. Widely diverse category made up of central nervous system stimulant drugs that increase the behavioral activity of an individual. Most common categories of abused stimulants include cocaine, amphetamines, and methamphetamines.

x. Synthetic Drugs and Miscellaneous Substance Abuse. The use of controlled substance analogues (synthetic or designer drugs), natural substances (e.g., fungi, excretions), chemicals (e.g., chemicals wrongfully used as inhalants), propellants or prescribed or over-the-counter drugs or pharmaceutical compounds with the intent to induce intoxication, excitement, or stupefaction of the central nervous system is disqualifying. Waivers may be requested for highly qualified applicants determined not to be drug dependent or predisposed to future drug abuse.

021003. Enlistment Eligibility

a. Matrix of Waiver Policy. Refer to table 2.19 and table 2.20 to determine enlistment and program eligibility. A civil waiver may also be required. Waiver requests for alcohol or drug abuse cases that are not specifically covered by the policy contained in this section must be forwarded to NAVCRUITCOM N35 for enlistment determination.

b. MEPS Drug Tests. Applicants who test positive at MEPS for alcohol, prescription drug abuse or illicit drugs outlined in DoDI 1010.16 are ineligible for enlistment; if preliminarily enlisted pending receipt of drug test results, they must be DEP discharged.

Note: Upon receipt of a positive DAT, the EPDS will immediately initiate a DAR and forward it to the NAVTALACQGRU CO via the chain of command. DEP discharges must occur within 3 working days of notification by the MEPS.

(1) Applicants who test positive for prescription drug abuse or illicit drugs outlined in DoDI 1010.16 on their initial test are permanently barred from reprocessing for the Navy.

(2) Applicants who test positive for alcohol on their initial DAT are ineligible for military service for a period of 45 days from the date of the DAT. Individuals may retest on or after their

46th day following the initial test. Applicants who test positive on their second test are permanently ineligible for the Navy.

(3) Applicants with a previous MEPS positive DAT, regardless of service processing for, are permanently ineligible for enlisting in the Navy. (See COMNAVCRUITCOMNOTE 1130 dated 30 April 2021

c. Use of Peyote by Native Americans

(1) Religious Use

(a) NAVTALACQGRU COs must personally interview Native American applicants who have used Peyote. Applicants will be required to provide a tribal letter certifying that Peyote is a traditional sacrament of the tribe's religious belief system. If the NAVTALACQGRU CO determines that the drug was used strictly for religious reasons, in keeping with the traditions of Native American culture and the applicant's respective tribe, no waiver is required. The CO makes the following entry in the remarks section of DD Form 1966:

“Based on a personal interview conducted (Date) and the contents of the required tribal letter, I have determined that the prior use of Peyote by (name of applicant) was in keeping with their religious beliefs. No waiver is required.

(Signature of NAVTALACQGRU CO or signature of EPO, EPDS, or MILPO
(with By direction authority)”

(b) Peyote for religious purposes, as stated in subparagraphs 021003c(1), is not to be documented on any other enlistment document.

(c) The Director of Navy Nuclear Propulsion Program will review, on a case-by-case basis, the assignment to, denial of, or removal from the Navy Nuclear Propulsion Program of those Native American service members who practice the sacramental use of Peyote, when the decision was based solely of the Native American's sacramental use of Peyote. This provision applies to personnel enlisted in or assigned to the Naval Nuclear Propulsion Program.

(2) Non-Religious Use. A drug waiver is required if it is determined that Peyote was used for other than religious reasons.

(3) Native Americans who use Peyote for religious reasons must be briefed on DoD policies regarding Peyote use while on active duty.

(a) Peyote will not be used on duty or within 24 hours before scheduled military drill.

(b) Peyote may be possessed in amulet form, not for ingestion, and such amulet may be worn as an item of religious apparel subject to Service uniform regulations. Otherwise,

Peyote will not be used, possessed, distributed, or introduced aboard military vehicles, vessels, aircraft, or (except when permitted by the installation commander) on military installations.

(c) A Service member who has used Peyote will promptly notify their commanding officer upon return to duty after such use. The DON requires pre-use notification from service members, when it is in the interest of military readiness or safety, to notify commanding officers of the member's intent to use Peyote. Upon notification of use, or intended use, of Peyote, the member's commanding officer will verify the member is an enrolled member of a Native American tribe having Peyote as a religious sacrament, as defined by 42 U.S. C 1996a(c)(2).

d. Hallucinogenic drug use effect on classification. Applicants will not be classified into ratings or enlistment programs that require recruits to enter the Personal Reliability Program (PRP) if they have ever used any type of hallucinogenic (including Peyote). There are no exceptions to this policy.

Table 2.19 Controlled Substances

CONTROLLED SUBSTANCES			
Category	Drugs	Schedule	Trade or Other Names
Narcotic	Opium	II, III, V	Dover's Powder, Paregoric, Parepectolin
	Morphine	II, III	Morphine Pectoral Syrup
	Codeine	II, III, V	Codeine, Empirin Compound with Codeine, Robitussin A-C
	Heroin	I	Diacetylmorphine, Horse, Smack
	Hydromorphone		Dilaudid
	Meperidine (Pethidine)	II	Demerol, Pethodol
	Methadone		Dolophine, Methadone, Methadose
	Other Narcotics	I, II, III, IV, V	
Depressants	Chloral Hydrate	IV	Nortec, Somnos
	Barbiturates	II, III, IV	Amobarbital, Phenobarbital, Butisol, Phenobarbital, Secobarbital, Tuinal
	Glutethimide	III	Doriden
	Methaqualone	II	Optimil, Parest, Quaalude, Somnafac, Sopor
	Benzodiazepines	IV	Ativan, Azene, Clonopin, Dalmane, Diazepam, Librium, Serax, Tranxene, Valium, Verstran
	Other Depressants	III, IV	Equanil, Miltown, Noludar, Placudyl, Valmid,
Stimulants	Cocaine	II	Coke, Flake, Snow, Crack, Blow
	Amphetamines/ Methamphetamines	II, III	Biphetamine, Delcobese, Desoxyn, Dexedrine, Mediatric
	Phenmetrazine		Preludin
	Methylphenidate	II	Ritalin
	Other Stimulants	III, IV	Adipex, Bacarate, Cylert, Didrex, Ionamin, Plegine, Presate, Sanorex, Tenuate, Speed, Tepanil, Voranil
Hallucinogens	LSD		Acid, Microdot
	Mescaline and Peyote	I	Mesc, Buttons, Cactus
	Amphetamine Variants		2,5-DMA, PMA, STP, MDA, MMDA, TMA, DOM, DOB
	Phencyclidine	II	PCP, Angel Dust, Hog
	Phencyclidine Analogs		PCE, PCP, TCP
	Other hallucinogens	I	Bufotenin, Ibogaine, DMT, DET, Psilocybin, Mushrooms, Ecstasy
Cannabis	Marijuana		Pot, Acapulco Gold, Grass, Reefer, Weed, Bud, Herb, Sinsemilla, Thai Sticks
	Tetrahydrocannabinol	I	THC
	Hashish		Hash
	Hashish Oil		Hash Oil
Synthetic Drugs and Miscellaneous Substances	The use of controlled substance analogues (synthetic or designer drugs), natural substances (e.g., fungi, excretions), chemicals (e.g., chemicals wrongfully used as inhalants), propellants or prescribed or over-the-counter drugs or pharmaceutical compound with the intent to induce intoxication, excitement, or stupefaction of the central nervous system		Products that contain synthetic cannabinoid compounds, such as Spice, Genie, Blaze, Dream, Ex-Ses, Spark, Fusion, Dark Knight, Yukatan Fire, And K2. Natural substances such as salvia divinorum and mushrooms. Common items abused by inhaling or huffing, such as dust off, glue, paint thinner and gasoline. Over-the-counter products such as Robitussin and Coricidin HBP.

Table 2.20 Eligibility and Waiver Chart for Applicants with Drug or Alcohol Abuse and Related Offenses

ELIGIBILITY AND WAIVER CHART FOR APPLICANTS WITH DRUG OR ALCOHOL ABUSE AND RELATED OFFENSES	
If applicant self-admits or has received adverse adjudication for: (Note 1)	Then the waiver authority is
Use of Marijuana (cannabis, THC).	Eligible, however shipping must not occur until 90 days have elapsed since last use.
Behind the Wheel (BTW) offenses. (See Article 020901c for mandatory waiting periods)	1 - 2 = NAVTALACQGRU CO (Must be signed by CO or CO Acting; cannot be delegated). 3 or more = ineligible
Prior psychological or physical dependence on any drug (including alcohol).	NAVCRUITCOM N33 (Note 2)
Use of stimulant, depressant, psychedelic, hallucinogenic (see below for LSD), synthetic drugs, narcotics or misuse of miscellaneous substances (other than experimental/ casual use of marijuana).	1 or more times use = NAVTALACQGRU CO Note: Mandatory minimum waiting period of one year since last use or conviction. Any use while in DEP requires a DEP discharge.
Marijuana use while in DEP.	NAVTALACQGRU CO (Note 3)
Drug related offenses (including possession of drug paraphernalia)	2 or more = NAVTALACQGRU CO
Alcohol related offenses (total BTW and non-BTW offenses).	2 or more = NAVTALACQGRU CO (Must be signed by CO or CO Acting; cannot be delegated).
DEP discharged due to testing positive for drugs on DAT at MEPS.	No waivers authorized.
Drug trafficking or supplying.	Ineligible. No waivers authorized.
LSD use within two years prior to enlistment.	Ineligible.

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

Note 2: An applicant who has been psychologically or physically dependent upon drugs or alcohol may request a COMNAVCRUITCOM eligibility determination when the pre-service dependency has been resolved in such a way that there is little likelihood that such behavior will recur. Their MEPS physical must include a psychiatric consultation. The applicant is considered a good risk for entry into the Navy if:

- (a) The applicant has successfully abstained from drugs and alcohol for more than two years,
- (b) The employment history or school attendance subsequent to rehabilitation is favorable, and

(c) The applicant appears well motivated.

(d) A minimum of two years has elapsed since release from treatment.

Note 1: This requires a personal interview by the NAVTALACQGRU CO or XO. An additional review by the appropriate level authority may be required if the individual's drug use puts them into an eligibility or waiver category. No applicant may be shipped to RTC who has used marijuana within the previous 90 days. A waiver may be granted for those in DEP; however, shipping must not occur until a minimum of 90 days has elapsed since last use.

Note 2: Drug abuse offense includes any conviction of a drug related charge, such as possession of drug paraphernalia.

Table 2.21 Rating or Program Eligibility Determinations for Applicants
with Alcohol and Drug Abuse

RATING OR PROGRAM ELIGIBILITY DETERMINATIONS FOR APPLICANTS WITH ALCOHOL AND DRUG ABUSE		
Program or Rating	Alcohol or Drug Abuse	Eligibility Determination Authority
Block A Nuclear Field Program (NF)	Use of Marijuana.	1 to 10 times-NAVCRUITCOM N313. 11 or more times, or if any other Nuclear Field program eligibility is required-DCNO (N133D) (Note 3) Note: No use in last 6 months.
	Convicted of 1 Marijuana offense. Convicted of any other drug abuse offense.	DCNO (N133D) Ineligible.
	All other drug abuse or alcohol dependency.	Ineligible.
	Marijuana use while in DEP.	Ineligible. No waivers authorized.
Block B AC, AIRC, AIRR, EOD, GM, HM, HM-ATF, HM-BHT, HMDA, HMDH ND, SB, and SO	Marijuana use	NAVTALACQGRU CO (Note 2)
	Convicted of drug abuse offense.	Ineligible. For AIRR, EOD, ND, SB, and SO, NAVCRUITCOM N323 may conduct a program eligibility determination for one misdemeanor drug abuse conviction (marijuana only) or a possession of drug paraphernalia (marijuana only). Determinations will be made strictly on a case-by case basis.
	Drug use other than marijuana or alcohol dependency.	Ineligible
	Marijuana use while in DEP.	Anyone previously granted a program eligibility determination for marijuana prior to enlistment is disqualified and must be reclassified. If a program eligibility determination was not previously required, an eligibility determination may be granted by NAVTALACQGRU CO. (Notes 2, 4, and 9).
Alcohol-related offenses.	Ineligible for HM and HMDA. NAVTALACQGRU CO for up to two offenses. Ineligible with more than two.	

Table 2.21 Rating or Program Eligibility Determinations for Applicants
with Alcohol and Drug Abuse Continued

Program or Rating	Alcohol or Drug Abuse	Eligibility Determination Authority
Block C Programs/Ratings which require a security clearance at entry into Class "A" School include: CTI, CTM, CTN, CTR, CTT, AECF, IS, OS, IT, and STG.	Use of Marijuana (cannabis, THC).	NAVTALACQGRU CO (Note 2) Ineligible for entry into Class "A" School within 6 months of last use. May be enlisted in DEP with appropriate eligibility determination, but must meet six month criterion prior to accession.
	Convicted of drug abuse offense.	Ineligible.
	Use of stimulant or depressant drugs, narcotics, hallucinogenic (see below for LSD), or psychedelic drugs (other than experimental or casual use of Marijuana).	NAVTALACQGRU CO, mandatory minimum waiting period of one year since last use.
	Alcohol-related offenses that only apply to STG.	NAVCRUITCOM N32 for up to two times. (Note 3) Ineligible for more than two times.
	Drug or alcohol dependency.	Ineligible.
	Any drug use while in DEP.	Ineligible.
	LSD use within two years prior to enlistment.	Ineligible.
	Any use of Hallucinogenic, including Peyote.	Ineligible for any PRP rating. No Exception.
Block D Master-at-Arms	Use of marijuana.	NAVTALACQGRU CO (Note 2). Must not have used marijuana within past 36 months.
	Any history of drug use (other than marijuana), drug abuse, drug offenses, alcohol abuse, or alcohol related offenses.	Ineligible.
Block E Mineman (MN)	Any history of drug use, drug abuse, alcohol abuse, or alcohol related offenses.	Ineligible.

Table 2.21 Rating or Program Eligibility Determinations for Applicants
with Alcohol and Drug Abuse Continued

Program or Rating	Alcohol or Drug Abuse	Eligibility Determination Authority
Block F Submarine Programs and Ratings: CSS, ITS, MT, SECF, MMS, LSS, YNS	Use of Marijuana.	Up to 3 times - NAVTALACQGRU CO (Note 3) 4 to 10 times – NAVCRUITCOM N32 11 or more times – PERS-403 (Note 3)
	Convicted of 1 Marijuana offense.	NAVCRUITCOM N313
	Convicted of any other drug abuse offense.	Ineligible.
	All other drug abuse or alcohol dependency.	Ineligible.
	Marijuana use while in DEP.	Anyone previously granted a program eligibility determination for marijuana prior to DEP enlistment is disqualified and must be reclassified. If a program drug eligibility determination was not previously required, an eligibility determination may be made by authority listed above. (Notes 3 and 4).
	Alcohol-related offenses.	One offense: NAVTALACQGRU CO. Two offenses: NAVCRUITCOM N313 Three or more offenses: PERS-403 (Note 8)
	Any use of Hallucinogenic.	Ineligible.
Any use of Peyote.	Ineligible for any PRP required rating. No Exception.	

Note 1: Review authority may not be delegated below NAVTALACQGRU CO level. Eligibility determination action must be documented on the Nuclear Field Eligibility Determination Type 1 Screening Sheet, and on the DD Form 1966. Place the original form, with the Commanding Officer's signature, in the applicant's service record and a copy in the residual file.

Note 2: Review authority may not be delegated.

Note 3: Telephonic approval required as per chapter 3. For the Nuclear Field, submit eligibility determination per chapter 5. For submarine programs or ratings, submit a submarine program eligibility determination per chapter 5. Place the approval sheet in the applicant's service record and maintain a copy in the residual file.

Note 4: This requires a personal interview by the NAVTALACQGRU CO or XO. An additional review by the appropriate level authority may be required if the individual's drug use puts them into an eligibility or waiver category. No applicant may be shipped to

RTC who has used marijuana within the previous 90 days. An eligibility determination may be granted for those in DEP; however, shipping must not occur until a minimum of 90 days has elapsed since last use.

Note 5: Recruiting personnel must list all self-admitted alcohol, drug abuse and civil offenses regardless of disposition (dropped, dismissed, expunged, etc.) or time of occurrence on the SF 86. Applicants must provide a personal statement(s) regarding any alcohol or drug abuse.

Note 6: Rating or program eligibility determinations will be recorded on DD Form 1966 in the remarks section. Do not code program or eligibility determinations as waivers on enlistment or affiliation documents or PRIDE Mod II.

Note 7: Drug abuse offense includes any conviction of a drug related charge, such as possession of drug paraphernalia.

Note 8: Any waiver or eligibility determination with a waiver authority higher than the NAVTALACQGRU CO can be disapproved at the NAVTALACQGRU CO or Region Commodore level without forwarding to the next higher level.

Note 9: (HM ATF only) no drug conviction or drug history other than marijuana or alcohol. N32 may conduct a program eligibility determination for ONE misdemeanor drug abuse conviction (marijuana only) or a possession of drug paraphernalia (marijuana only).

SECTION 11
ENLISTMENT NAME REQUIREMENT

021101. Enlistment Name

a. The name shown on the applicant’s Social Security card will be used as the enlistment name of record and is required to be used on all enlistment processing forms and documents. When the name on the Social Security card is different than the applicant’s birth certificate or DD Form 372, the enlistment name is considered a “preferred name.” Preferred names are not authorized for Navy applicants and recruiters must follow the guidelines listed in Table 2.22 Examples of Enlistment Names (U.S. Citizens).

Note: If the applicant legally changed their name, the Social Security card must reflect the name change.

b. The use of derivative names for first and middle names on SSN cards are acceptable (e.g. Joe vice Joseph); middle names may also be represented by an initial or omitted.

(1) When the SSN card reflects an initial for the middle name, verify that the initial matches the middle name on the birth certificate. If the applicant wants their full middle name on the enlistment documents, he or she must obtain a new SSN card reflecting the middle name.

(2) When there is no middle name listed on the SSN card, enlistment documents will omit the middle name. If the applicant desires their middle name or initial on the enlistment documents, then the applicant is required to obtain a new SSN reflecting as such.

c. When a suffix, e.g., Jr., II, III, etc. is listed on the birth certificate or DD Form 372, the SSN card must have been issued with the suffix. No exceptions authorized.

d. Do not use punctuation. An apostrophe or hyphen contained within a name is not to be shown, and spaces will not be used as substitutes for punctuation.

Table 2.22 Examples of Enlistment Names (U.S. Citizens)

EXAMPLES OF ENLISTMENT NAMES (U.S. CITIZENS)		
Name on SSN Card	Name on Birth Cert	Enlistment Name
Darin John Smith	Darin John Smith	Darin John Smith
Darin J Smith	Darin John Smith	Darin J Smith
Darin Smith	Darin John Smith	Darin Smith
Darin John Smith	Darin John Smith Jr	Darin John Smith Jr (see paragraph 021101c.)
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	John Doe Van Smith
Mary A Gomez-Smith	Mary Ann Gomez-Smith	Mary A GomezSmith
Mark Alan O’Brien Jr	Mark Alan O’Brien Jr	Mark Alan Obrien Jr

Note: Use these examples for all applicants who are U.S. citizens.

021102. Enlistment Name for Applicants with USCIS Documents

- a. The name as it appears on the applicant’s USCIS documents will be their enlistment name of record unless the member has legally changed their name subsequent to being naturalized (e.g. marriage).
- b. Applicants enlisting with USCIS documents are not authorized to process with preferred enlistment names.
- c. Social Security cards with derivatives of the applicant’s legal first and middle names, as shown on their USCIS documents, are acceptable for enlistment processing. However, the name as it appears on the USCIS documents will be the enlistment or commissioning name of record unless the member has legally changed their name subsequent to being naturalized (e.g., marriage).
- d. If a suffix, e.g., Jr., II, III, etc. is listed on the USCIS documents or DD Form 372, the SSN card must have been issued with the suffix. No exceptions authorized.
- e. Do not use punctuation. An apostrophe or hyphen contained within a name is not to be shown, and spaces will not be used as substitutes for punctuation.

Table 2.23 Examples of Enlistment Names (USCIS Documents)

EXAMPLES OF ENLISTMENT NAMES (USCIS DOCUMENTS)		
Name on SSN Card	Name on USCIS document	Enlistment Name
Darin John Smith	Darin John Smith	Darin John Smith
Darin J Smith	Darin John Smith	Darin John Smith
Darin Smith	Darin John Smith	Darin John Smith
Darin John Smith	Darin John Smith Jr	Darin John Smith Jr (see paragraph d.)
Joe Adam Jones	Joseph Adam Jones	Joseph Adam Jones
Joe A Jones	Joseph Adam Jones	Joseph Adam Jones
Joe Jones	Joseph Adam Jones	Joseph Adam Jones
John Doe Van Smith	John Doe Van Smith	John Doe Van Smith
Mary A Gomez-Smith	Mary Ann Gomez-Smith	Mary Ann GomezSmith
Mark Alan O’Brien Jr	Mark Alan O’Brien Jr	Mark Alan Obrien Jr

Note: Use these examples for all applicants who are not U.S. citizens and are enlisting with USCIS documents.

CHAPTER 3
WAIVERS

SECTION 1
ELIGIBILITY

030101. General Policy

a. Enlistment Criteria. Criteria standards for enlistment are established to ensure that the Navy enlists only those applicants who are capable of successfully completing their contractual term of service. Any applicant who does not meet these standards will not be enlisted or reenlisted (to include the DEP or the USNR awaiting IADT) without a criteria waiver being granted by the command authorized to approve the deviation from the standard. The waiver process is not an administrative addendum by which unqualified applicants are enlisted.

b. Waiver Recommendations. Waivers will be recommended for only two reasons:

(1) Highly favorable traits or mitigating circumstances exist which outweigh the reason for disqualification; or

(2) The enlistment or reenlistment is clearly in the best interests of the Navy.

c. Waiver Responsibilities. The responsibility of determining whether or not waiver requests warrant favorable consideration rests with all levels of command, but initially with the recruiter. The recruiter's responsibilities include:

(1) Screening (questioning and counseling)

(2) Investigating (gathering proper documentation)

(3) Initiating the waiver request (if warranted)

030102. Eligibility for Waivers

a. Making a Determination. To determine whether an applicant is eligible for a waiver, the items listed in subparagraphs 030102a(1) through 030102a(6) must be considered.

(1) Is the enlistment criteria or standard one that may or may not be waived?

(2) Subordinate commanders are not authorized to impose less restrictive criteria to official waiver guidelines; however, commanders at any level may disapprove a waiver based upon the waiver's own merit, the commander's judgment, and the current recruiting environment.

(3) An applicant's eligibility will be based on the "whole person" concept. The whole person concept is explained in subparagraph 030102b.

(4) All applicants requiring a COMNAVCRUITCOM conduct waiver must be personally interviewed by the NAVTALACQGRU CO or XO. If the waiver is forwarded, the NAVTALACQGRU CO or XO must personally endorse the waiver (cannot be delegated), and the waiver must contain the following statement:

“The commanding officer (or executive officer) has personally interviewed this applicant.”

(5) Waivers sent to COMNAVCRUITCOM for approval require endorsements from the NAVTALACQGRU CO. The CO’s endorsements should always (even for CO level waivers) clearly state what attributes the applicant has (using whole person criteria) that justify waiving the eligibility requirement(s).

(6) In all cases where the applicant requires a NAVTALACQGRU CO or XO waiver, the NAVTALACQGRU CO or XO will conduct a personal interview with the applicant. This interview requirement may be delegated to a commissioned officer in paygrade O-3 or senior, unless otherwise stated in this instruction.

b. The "Whole Person" Concept

(1) Waivers will be evaluated using the "whole person" concept. Under this concept, an applicant's qualifications are compared with past performance with the intent of calculating potential effectiveness in the Navy. Such an evaluation is difficult. The evaluation should present for consideration all relevant facts and information, as well as a thorough meaningful evaluation. Waiver requests that simply identify the disqualifying factor(s) without thorough discussion of all mitigating circumstances and the applicant's favorable traits are a disservice to the applicant and may well jeopardize waiver approval.

(2) To help in evaluating cases, review strengths and weaknesses. Be alert for patterns of success or failure. Consider the questions listed in subparagraphs 030102b(2)(a) through 030102b(2)(d).

- (a) Is the applicant a desirable prospect?
- (b) Does the applicant's strengths heavily outweigh the reason(s) for disqualification?
- (c) Are the applicant's demonstrated qualities indicative of successful service as a Sailor?
- (d) Is the applicant's enlistment or reenlistment clearly in the best interest of the Navy?

(3) If there is any doubt, or the answer to any of the questions listed in subparagraphs 030102b(2)(a) through 030102b(2)(d) is "no," a request for a waiver should not be processed. This decision must be made without regard to monthly production goals.

Note: Applicants with pre-service conduct waivers (drug, alcohol, or criminal) are disqualified for overseas assignment for their first duty station.

030103. Waiver Authority Levels. Requests for waiver of enlistment or reenlistment criteria will be submitted to the appropriate waiver authority for decision.

a. “By Direction” Waiver Approval and Documentation Authority.

(1) NAVTALACQGRU COs may authorize their executive officer (XO), or enlisted programs officer (EPO), 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.

(2) Additionally, COs may authorize their XOs authority to grant CO level waivers at any time. This authority must be specifically detailed in a “By direction” letter.

b. Authority of Acting Commanding Officers. Chapter 10, Navy Regulations, provides that “an officer who succeeds to command due to incapacity, death, departure on leave, detachment without relief, or absence due to orders from competent authority of the officer detailed to command has the same authority and responsibility as the officer who he succeeds.” Additionally, officers acting in the absence of both the CO and XO are authorized to conduct waiver interviews and sign waivers while the CO and XO are conducting station visits or any other official “out-of-office” recruiting-related activities.

c. Navy Recruit Training Command (RTC) Commanding Officer. The RTC commanding officer is granted waiver authority commensurate with NAVTALACQGRU CO’s. The exceptions listed in subparagraphs 030103c(1) through 030103c(7) apply:

- (1) Two alcohol or drug-related “behind the wheel” (BTW) convictions.
- (2) Two convictions of possession/use of marijuana.
- (3) Negligent homicide.
- (4) Indecent exposure.
- (5) Indecent, insulting, or obscene language communicated directly or by telephone.
- (6) Sex-crime related charges or child molesting.
- (7) Domestic violence.

Note: The non-minor misdemeanors listed in subparagraphs 030103c(1) through 030103c(7) require mandatory processing by Chief of Naval Personnel (PERS-83) for post-

accession personnel. In all instances where this instruction requires pre-accession waiver authority at the COMNAVCRUITCOM level, the RTC commanding officer will refer post-accession waiver requests to PERS-83.

d. Recruit Quality Assurance Team (RQAT) Director. The RQAT director is granted waiver authority commensurate with NAVTALACQGRU CO. The RQAT director may be granted “by direction” waiver authority from the RTC CO. This waiver authority must be specified in writing. The RQAT director can render appropriate level waiver decisions based on recruit self-disclosures during recruit in-processing and with or without additional supporting documentation.

e. NAVTALACQGRU COs may grant authority to document, on the DD Form 1966, that an enlistment waiver or program eligibility determination has been granted, by proper authority, to their XO, EPO, enlisted processing division supervisor (EPDS), MEPS liaison petty officer (MLPO) and E5 and senior recruiting personnel.

f. Waiver approval and waiver documentation authority must be granted in writing and contain specific guidance concerning scope, procedures, and criteria that are consistent with this instruction and acceptable to the commanding officer.

030104. Special Considerations for Conduct and Medical 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 and all illegal involvement with drugs. Recruiting personnel will ensure applicants are fully aware of these requirements and of the penalties for withholding information or defrauding the United States government.

(2) Police Records Checks

(a) Recruiters will conduct police record checks (PRCs) as indicated in subparagraphs 030104a(2)(a)1 through 030104a(2)(a)6.

1. Minor Traffic Offenses. If an applicant's admitted involvement with law enforcement consists only of minor traffic offenses that do not require a waiver, police record checks are not required to confirm the individual's record; however, if doubt or suspicion exists, police checks must be conducted.

2. Non-Traffic, Misconduct and Major Misconduct Offenses. If the applicant's involvement with law enforcement officials consisted of other than traffic offenses, police record checks will be initiated with juvenile, county, sheriff, and state law enforcement agencies for each community where the applicant has lived for the last three years and where the offenses were alleged to have been committed. This includes juvenile or adult authorities, courts,

probation departments, and parole officers. The PRC will be used to confirm the existence of the charge and its disposition, and to determine, if applicable, the conditions under which sentence was suspended, the inclusive dates of probation, confinement, commitment, or parole, and the degree of rehabilitation.

3. Prior Service

a. U.S. Navy. Offenses committed and waived prior to the member's initial Navy enlistment do not require additional conduct waiver. Offenses committed during active duty, or during extended active duty (EAD) drill status in the case of reservists, do not require a conduct waiver if the offense was adjudicated by military authority or by civilian authority. Regardless, all offenses will be annotated on the SF 86 and applicable enlistment processing documents. Any offense (including any drug involvement) committed subsequent to the last period of honorable service or while in an IRR status does require a conduct waiver. In such cases all prior and current offenses will be considered in determining whether the individual is best qualified for waiver consideration.

b. Other Service. Offenses committed prior to, during, or subsequent to any enlistment in another branch of the U.S. Armed Forces, Active or Reserve (including the National Guard), require a waiver by the appropriate waiver authority as if the applicant did not have prior service. In such cases, however, consideration will be given to when the offense occurred in relation to the applicant's prior service.

4. Aliens. Provided they are otherwise qualified, alien applicants, and applicants who have resided in foreign countries for any period of time since their 10th birthday, are eligible for enlistment without police record checks from the foreign countries concerned. If an applicant admits to a criminal record in a foreign country, obtain all possible information through an interview. Recruiters will not contact foreign authorities to determine conduct qualifications or police record checks.

5. Transients or Drifters. If an applicant is a transient or drifter, police record checks are required from all municipalities in which the applicant has lived for the past three years.

6. Reimbursement of Expenses. When charged for police records checks, recruiter out-of-pocket funds will be used for this expense. If appropriate, the NAVTALACQGRU commanding officer may initiate a blanket purchase agreement (BPA) to cover fees.

(3) Character References

(a) When an applicant requires a COMNAVCRUITCOM level conduct or drug waiver, at least three character references must be obtained. The DD Form 370, Request for Reference, will be used.

(b) Specific comments on an applicant's rehabilitation and any other relevant information are necessary for a proper evaluation. The following statement will be added to the "remarks" section of the DD Form 370:

"Please use the remarks section. Specifically address the circumstances of any known illegal involvement with drugs or with police, to include rehabilitation efforts, if applicable. Your comments are useful and will be kept in strictest confidence."

(c) A letter of reference is no better than its source. References from an applicant's family or friends are of little value because of a natural bias. Likewise, references that are completed and returned through the applicant are not as meaningful as those that are treated confidentially. Recruiters will mail, or personally deliver, the DD Form 370 requests to at least three individuals, named by the applicant, for completion and return. Mailing the forms and enclosing self-addressed, stamped envelopes will preserve necessary confidentiality.

(d) Only references from reputable and responsible citizens are considered appropriate (e.g., high school principals, school teachers, guidance counselors, doctors, employers).

Note: All DD Form 370s will have the signer's area code and telephone number annotated. If an applicant had at any time been under the supervision of a probation or parole officer, a reference from this individual is mandatory.

(4) Decisions on Conduct Waiver Requests. Applicants should be judged on their fitness for duty in the Navy or Navy Reserve by their character at the time of application. The "whole person" concept discussed in article 030102 should be used. Additionally, the factors listed in subparagraphs 030104a(4)(a) through 030104a(4)(h) 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 or sentencing date, and all-inclusive dates of incarceration, credited or otherwise.

(b) The sentence, punishment, or other disposition.

(c) The age at the time of the offense(s), to include any illegal involvement with drugs.

(d) The degree of rehabilitation.

(e) The time elapsed since the offense (including any illegal involvement with drugs).

(f) The mitigating factors, including other enlistment qualifications.

(g) Date probation started and ended.

(h) Date of final action taken by judicial authority.

b. Medical Waivers

(1) COMNAVCRUITCOM Medical Waiver Procedures. Requests for waiver consideration of medical eligibility requirements must be scanned and forwarded to NAVCRUITCOM N33. Refer to [section 8](#) and the Medical Waiver Checklist for medical/physical requirements and waiver consideration standards. Scan and forward waiver requests, with an NAVCRUITCOM N33 Enlisted Applicant Coversheet, Quality Assurance (QA) Checklist and photocopies of the applicant's MHS Genesis Readiness Report, supporting medical documents (if applicable), surgical reports (if applicable), and applicant's statement concerning the condition (if applicable).

(2) Delayed Entry Medical Program. To minimize waiver delays due to processing constraints, the Delayed Entry Medical (DEM) program allows enlistment into the DEP based on a COMNAVCRUITCOM provisional medical waiver by NAVCRUITCOM N35. A final NAVCRUITCOM N33 waiver must be received prior to the applicant shipping to RTC or going on active duty. Fulfillment of DEM criteria does not guarantee a waiver will be recommended or granted. Physical conditions eligible for a provisional DEM waiver are detailed in section 8.

(a) Upon medical disqualification at MEPS, Navy Liaison will scan the applicant's MHS Genesis Readiness Report, and any supporting documents to NAVCRUITCOM N35 for review and screening. Forward requests for waiver consideration via the COMNAVCRUITCOM Waiver Cover Letter along with applicable medical documentation and forms.

(b) If no further documentation is required and the applicant meets waiver criteria, a COMNAVCRUITCOM provisional DEM waiver letter will be issued within 24 hours after receipt of the DEM request.

(c) After receiving an approved provisional DEM waiver, The NAVTALACQGRU will scan and forward waiver requests with an NAVCRUITCOM N33 Enlisted Applicant Coversheet, Quality Assurance (QA) Checklist and photocopies of the applicant's MHS Genesis Readiness Report, supporting medical documents (if applicable), surgical reports (if applicable), and applicant's statement concerning the condition (if applicable). Provisional DEM waivers relating to depth perception and 20/20 visual requirement for rating entry are detailed in section 8.

(d) Upon receipt of the Provisional DEM waiver, the Navy liaison will:

1. Prior to contracting, brief applicant of the provisional status of the waiver and have the applicant sign a NAVPERS 1070/613 Delayed Entry Medical Administrative Remarks, which located on the forms page of the command's website.

2. Clear the applicant through MEPS Medical Section and classify the applicant using the DEM PRIDE Mod II buying option only. Use of the DEM option will ensure the applicant has a reservation while preventing the conversion of the reservation to the DEP buying option and shipping until receipt of a favorable written NAVCRUITCOM N33 waiver recommendation and COMNAVCRUITCOM waiver. The active duty date assigned must be more than 30 days from date of classification to allow adequate time for NAVCRUITCOM N33 to review and determine their waiver recommendation.

3. Reservations bought through the DEM option will be reflected in the NETCON.

4. If the medical waiver is disapproved, the DEM reservation must be cancelled and the applicant DEP discharged within 48-hours.

(3) Applicants and Enlistees Awaiting Active Duty Training

(a) Applicants who do not meet physical standards, or who have physical defects that have not been properly waived, will not be enlisted or reenlisted under any conditions.

(b) If an applicant has not been determined to be physically qualified for service, they will not be administered an Initial Fitness Assessment (IFA) or Physical Readiness Test (PRT).

(c) Members of the DEP or USNR awaiting IADT, who have a change in medical status require a re-examination and approval by a physician at MEPS. Those who become disqualified for enlistment or affiliation because of physical reasons will be processed for a waiver or discharged. Determination by MEPS doctors of "not physically qualified" may be forwarded to NAVCRUITCOM N33 for review. Exceptions to policy to retain a member in DEP beyond the 365-day DEP limit will only be considered if the disqualifying condition or waiver can be resolved within 30 days or less.

(d) Recruiting personnel will not enlist applicants, or ship enlistees to active duty training, without a valid letter authorizing the waiver. MEPS Navy liaison personnel will reference this authorization in the "remarks" section of the DD Form 1966.

(4) Recommendation of the MEPS Physician. NAVCRUITCOM N33 considers physical waiver requests for Navy applicants and provides recommendations to the commander. Should the MEPS physician not recommend a waiver, commanding officers may request review by higher authority if the applicant has the capacity to fulfill a military service obligation. When submitting such requests to higher authority, medical evidence, opinions of other physicians and comments about the applicant's physical capabilities must be included. Before submission, any new information should first be provided to the MEPS physician for reconsideration.

(5) Period of Validity

(a) Medical waivers approved by COMNAVCRUITCOM are valid for two years from the date of the physical that required the waiver.

(b) If two or more years have passed since an applicant's physical which required a medical waiver, a new the request for waiver must be resubmitted to NAVCRUITCOM N33.

(c) Medical waivers from other branches of service are not valid for enlistment into the USN or USNR.

SECTION 2
WAIVER SUBMISSION PROCEDURES

030201. Submission of Waivers

a. Waiver requests must be forwarded via the chain of command. Each level of command must act on the request and provide an appropriate endorsement; however, NAVTALACQGRU COs have authority to disapprove the enlistment or reenlistment of an applicant without forwarding the case to the next higher level of authority. Waivers sent to NAVCRUITCOM for approval require endorsements from the NAVTALACQGRU CO.

b. NAVCRUIT 1133/39 Waiver Briefing Sheet. NAVTALACQGRUs will use a completed NAVCRUIT 1133/39 and NAVCRUITCOM waiver cover letter accompanied with the USMEPCOM 680-3A-E when an applicant requires either a BEERs waiver or program eligibility determination. The Nuclear Field Eligibility Worksheet (NFEW) or the Submarine Programs Eligibility Worksheet (SPEW) screening forms will be used in place of the NAVCRUIT 1133/39 for applicants entering the nuclear field or submarine community programs. The NAVCRUIT 1133/39, NFEW or SPEW will be sent by the EPDS or MLPO to NAVTALACQGRU for final determination. Final determinations must be annotated and signed on the waiver briefing sheet. The NAVTALACQGRU will retain the NAVCRUIT 1133/39, NFEW or SPEW as a permanent part of the applicant's residual file and place a copy in the service record. A section VI remarks (DD Form 1966) entry will be made documenting the type of waiver or eligibility determination and approval authority.

030202. NAVCRUITCOM Veteran Waiver Procedures. Refer to chapter 5, sections 8 - 10 for waiver requirements and standards. For prior service veteran waivers requiring COMNAVCRUITCOM approval, forward requests to NAVCRUITCOM N35 with a waiver briefing sheet and photocopies of the applicant's reenlistment kit.

030203. Delayed Entry Full Kit Waiver (DEF) Program. The Delayed Entry Full Kit Waiver (DEF) Program was developed to expedite the waiver process by allowing enlistment in the Delayed Entry Program based on a NAVCRUITCOM N3 provisional DEF waiver.

a. Applicants may be eligible for a NAVCRUITCOM N32 DEF waiver if they have:

(1) No misconduct or major offense criminal history within the past six months (from date of adjudication or final disposition).

(2) No criminal history involving the discharge of a weapon, physical violence, stalking, sexual misconduct, or does not exceed one drug or one behind-the-wheel alcohol conviction.

b. Prior to contracting, prepare the waiver package. Use NAVCRUIT 1133/39 and COMNAVCRUITCOM Waiver Cover Letter to indicate that a NAVCRUITCOM N32 provisional DEF waiver is requested pending final waiver

determination. Brief the applicant on the provisional status of the waiver and have the applicant sign a NAVPERS 1070/613, Delayed Entry Full Kit Waiver Administrative Remarks, found on the forms page of the command's website.

c. Upon receipt of the waiver package, the PRIDE Mod II Waiver Section will be annotated to show receipt of the request and authorization for the DEF PRIDE Mod II buying option. Once the receipt and authorization are in the PRIDE Waiver Section, the classifier may buy a DEF PRIDE Mod II option. Use of the DEF option will ensure the applicant has a reservation while preventing the conversion of the reservation to the DEP buying option and shipping until receipt of an approved COMNAVCRUITCOM waiver. The shipping date assigned must be more than 45 days from the date the waiver request is forwarded to COMNAVCRUITCOM to allow adequate time to review the request.

d. Reservations bought through the DEF option will appear on the NETCON.

e. If the waiver is disapproved, the DEF reservation must be cancelled and the applicant DEP discharged.

f. Applicants bought through the DEF buying option who have their waiver disapproved must be converted to DEP prior to being cancelled in PRIDE Mod II.

030204. NAVCRUITCOM Waiver Procedures

a. Unless otherwise specified in this instruction, requests for waiver consideration must be sent to NAVCRUITCOM N35. Applicants initially disqualified at MEPS for any medical or civil issue requiring a waiver will not be rescheduled for MEPS processing until waiver approval documentation is received and the applicant is cleared for processing. In cases where dual waivers are required, the medical waiver must be processed first, and final disposition received, prior to any other waiver being processed.

b. To request a COMNAVCRUITCOM waiver, forward the applicant's pertinent documents as delineated by the COMNAVCRUITCOM Waiver Cover Letter "notes". Include any other substantiating documents or pertinent facts not listed and securely staple the cover letter to the enclosures. Original documents are not required, but photocopies must be legible.

c. The pre-enlistment kit must include the applicant's personal statement describing why they desire enlistment in the Navy and, where applicable, a personal statement providing full details describing each civil conviction or adverse adjudication, lost time or UCMJ conviction, or disqualifying reenlistment code. Personal statements must be on a sheet of plain white paper and must include (where applicable):

(1) The receipt of a disqualifying reenlistment code or other than honorable discharge.

(2) Any period(s) of lost time or UCMJ conviction(s), including non-judicial punishment awarded during any previous term(s) of military service.

(3) All civil offenses regardless of disposition (except minor traffic violations resulting in a fine of \$100 or less).

(4) All disclosures resulting in a USMEPCOM Form 601-23-E must have a statement explaining why the disclosure was not listed on DD Form 1966. This statement must be documented in section VI, remarks, of DD Form 1966 and the applicant SF 86.

d. When a statement required by the personnel security investigation has been made in the appropriate remarks section of the applicant's completed SF 86, a separate personal statement is not required.

e. The Navy decides final acceptability for applicants who have been involved with civil authorities after considering the factors listed in subparagraphs 030204e(1) through 030204e(9).

(1) Evaluation and recommendation of the commanding officer together with higher echelon command endorsements.

(2) Nature of conviction(s) and degree of participation.

(3) Age at time of conviction(s).

(4) Length of time since last conviction.

(5) Established pattern of conviction.

(6) Record of behavior and attendance at school.

(7) Home environment at time of conviction(s).

(8) Results of home visits, interviews with school officials, probation officers, or other persons who are familiar with the applicant's reputation and standing in the community.

(9) Applicant's motivation towards serving their country in the Navy.

f. NAVCRUITCOM Policy and Waivers Division N35 receives requests for waivers submitted to or via COMNAVCRUITCOM. Upon receipt, all requests are checked for accuracy and completeness. The information required is dependent upon the nature of the request. In all cases, required information must be up-to-date and clearly presented. When the information needed to act on a request is incomplete or inaccurate, the Policy and Waivers Division requests clarification or additional details from the originator. When the bulk of information received is incomplete, outdated, or clearly erroneous, the Waivers Branch returns the entire request with required action indicated.

g. All Policy and Waivers Division recommendations are the result of a thorough and careful review by personnel assigned to the division.

h. The specific merits or liabilities of each request are carefully weighed. The “whole person” concept is the general rule followed in deliberations; however, specific information may take precedence depending on the nature of the request. An important factor in all deliberations is the relative competitiveness of applicants requiring similar waiver consideration.

i. The single most important aspect of a waiver request is the commanding officer’s recommendation, particularly in the case of major misconduct waivers. While even the strongest recommendation cannot make a non-competitive applicant competitive, it does serve to significantly influence the outcome of determinations when an applicant cannot demonstrate overwhelming potential, yet is not sufficiently below standards to warrant disapproval of the request. Specific recommendations are required. An endorsement merely forwarding a request will not be favorably considered. In all decisions, a detached, objective viewpoint is necessary to ensure success of NAVCRUITCOM’s primary mission.

j. Conduct Waiver Processing Procedures

(1) Conduct waivers requiring NAVCRUITCOM approval will be processed as listed in subparagraphs 030104j(1)(a) and 030104j(1)(b).

(a) The NAVTALACQGRU commanding officer (CO) will submit a properly prepared enlistment application with command waiver endorsement to NAVCRUITCOM N35 for final waiver decision. NAVTALACQGRU COs will not forward non-competitive or negatively endorsed enlistment applications unless directed to do so by higher authority.

(b) NAVCRUITCOM N3 will review enlistment waiver applications for completeness and prepare approval and disapproval letters, with appropriate waiver codes, for waiver authority signature. N3 will include a waiver processing sheet with the comments and recommendations of the reviewing waiver clerks and N3 for waiver authority consideration.

1. There are two categories of conduct waivers, major misconduct and non-major misconduct civil offense waivers. Major misconduct waivers require approval from NAVCRUITCOM. The commander may delegate waiver authority to the deputy commander, the executive director (ED), or the chief of staff (COS) for a major misconduct waiver determined to be a 400 series offense by DoD policy but has been adjudicated by civilian authorities as a 300 series offense. Non-major misconduct civil offense waivers may be approved by NAVCRUITCOM N3. By direction authority may be delegated to command personnel at the discretion of the commander.

2. Major Misconduct Waivers. Properly screened and prepared waiver packages are forwarded to NAVCRUITCOM N3 via the region commander for the final waiver

recommendation before forwarding to the commander for waiver decision and signature on either the approval or disapproval waiver letter prepared by NAVCRUITCOM N35.

a. Deputy Director of Operations (N3B), is authorized to process waiver packages in the absence of NAVCRUITCOM N3.

b. Signed waiver letters will be transmitted to the originating NAVTALACQGRU immediately upon signature.

(2) NAVCRUITCOM Waiver Letter Signature Authority

(a) NAVCRUITCOM conduct “major misconduct” waivers must be signed by the NAVCRUITCOM commander, deputy commander, executive director (ED) or the chief of staff.

(b) The director of operations is authorized to sign major misconduct waiver letters in the absence of the commander, deputy commander, ED, or COS. No other command personnel are authorized to sign NAVCRUITCOM level major misconduct waiver letters.

k. Prior Service Eligibility Waiver Processing Procedures

(1) Prior service waivers requiring NAVCRUITCOM approval will be processed in as listed in subparagraphs 030104k(1)(a) and 030104k(1)(b).

(a) NAVTALACQGRU CO will submit a properly prepared enlistment application with command waiver endorsement directly to NAVCRUITCOM N35 for final waiver decision. NAVTALACQGRU COs will not forward non-competitive or negatively endorsed enlistment applications to the waiver authority unless directed to do so by higher authority.

(b) NAVCRUITCOM N35 will review enlistment waiver applications for completeness and prepare approval or disapproval letters, with appropriate waiver codes, for waiver authority signature. NAVCRUITCOM N35 will include a waiver processing sheet with the comments and recommendations of the reviewing waiver clerks.

(c) National EPO (N32) is authorized to process waiver packages in the absence of the Director, Policy and Waivers (N35).

(d) Signed waiver letters will be transmitted to the originating NAVTALACQGRU immediately upon signature.

(2) NAVCRUITCOM Waiver Letter Signature Authority

(a) NAVCRUITCOM prior service waivers must be signed by one of the operations department personnel listed in subparagraphs 030104k(2)(a)1 and 030104k(2)(a)4.

1. N3

2. N3B

3. N32

4. N35

(b) Should none of the Operations Department personnel granted signature authority be available for signature, the commander, deputy commander or chief of staff may sign the prior service waiver letter.

030205. 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 methods listed in subparagraphs 030205a(1) through 030205a(3).

(1) A signed letter listing all criteria requiring a waiver and whether each is approved or disapproved.

(2) A Waiver Control Number issued by the approving authority. A statement is required on DD Form 1966, section VI, remarks, which documents the waiver and corresponding control number.

(3) A signed copy of the waiver briefing sheet.

b. Navy Liaison Office. Designated personnel must:

(1) Document approval of all waivers on DD Form 1966, section VI, remarks, per waiver entry instructions found in chapter 3.

(2) File all waiver approval or disapproval letters in both the applicants PRIDE Mod II record.

c. Other Waiver Material. Include a copy of any other waiver approval correspondence in the applicant's PRIDE Mod II record.

030206. Waiver Codes

a. To ensure accuracy, waiver approval authority will document the appropriate waiver codes, with their approval, on waiver letters, briefing sheets, logs, and PRIDE Mod II Waiver System per instructions in chapter 3.

b. The MLPO will enter the appropriate waiver codes in item 17h and 18f of DD Form 1966, per instructions in chapter 3, for all waivers granted and identified on approval letter(s), briefing sheet(s), log(s), or PRIDE Mod II Waiver System.

c. The classifier will enter the waiver codes identified in items 17f and 18f of the DD Form 1966 into the PRIDE Mod II System.

Note: Waiver codes are used for applicants requiring a waiver of basic enlistment eligibility requirements (BEERS). Rating or program eligibility determinations are not waivers and will not be recorded as a waiver on enlistment documents or in PRIDE Mod II.

030207. Exception to Policy Request Procedures

a. Exception to policy requests will be limited to exceptional cases where the applicant's situation is unusual, non-routine, due to extenuating circumstances, and the exception is truly in the best interest of the Navy. Exceptions to policy can only be granted for policies and procedures controlled by NAVCRUITCOM. Exceptions to law, DoD, or DON policy are not authorized and will not be requested.

b. Procedures

(1) Exception to policy requests will be submitted to NAVCRUITCOM N35 via the chain of command for approval. Upload exception to policy requests with supporting documents (as a single file) to the NRC SharePoint Portal-PII Library-N35 Policy and Programs page.

Note: Exceptions to policy for unattainable court documents will be uploaded to the NRC SharePoint Portal-PII Library-00J legal determinations.

(2) All requests will be submitted using NAVCRUIT 1133/103 and must also include the current USMEPCOM Form 680-3ADP.

(3) NAVCRUITCOM N35 may ask for additional supporting documents, to include complete Sales Force record and DEP Action Request (DAR) signed by the NAVTALACQGRU CO, XO, EPO in order to consider the request and render an approval or disapproval.

(4) Exception to policy control numbers will be issued to the requestor for approved and disapproved requests. Control numbers, along with the approval or disapproval disposition, and a brief explanation of the exception to policy requested will be annotated in the remarks section of the DD Form 1966.

CHAPTER 4
FORMS AND DOCUMENTS

SECTION 1
INTRODUCTION

040101. Contents of Chapter. This chapter provides information on the various forms and documents required to complete and process an applicant's enlistment or affiliation package in the Navy or Navy Reserve.

a. Forms. All forms are valid for 90 days from date of applicant's signature unless otherwise indicated. Forms and documents necessary for the processing of Navy applicants for active or RC enlistment or affiliation can be located on the NAVCRUITCOM directives and forms web page. Recruiters must use the forms and documents located in PRIDE MOD II, or the forms and documents posted on the NAVCRUITCOM directive and forms web page to build an enlistment kit and process applicants. The PRIDE MOD II kit is the only authorized kit for processing Navy applicants. Locally generated forms are prohibited. The location of reserve bonus forms and messages is located in chapter 6.

b. Documents and Forms. When handwritten, documents and forms must be legible. When typewritten, they must be close to letter perfect because of the contractual nature of the package. Reproduced documents must be legible.

c. Handwritten Initials. Unless otherwise indicated, all applicants' initials are to be handwritten, not printed. An initial must be present for each name, plus the suffix if applicable.

d. Full Signature. Unless otherwise indicated, the applicant's signature will be biometric or wet signature in full (first name, middle name, last name) format. Printed signatures are not authorized. Wet signatures must be handwritten (cursive) in black or blue ink.

e. Witness Signatures. All certification or witness signatures (CAC or wet ink) must be completed at the same time and place as the applicant's signature in the same manner listed in subparagraphs 040101c and 040101d.

Note: Per DODI 1304.02, the common access card (CAC) and biometric signature will be the only authorized method of digital signature for all new accessions. This is the preferred means of conducting business transactions. PERS-313 will not accept documents for submission into the official military personnel file (OMPF) that have not been CAC and biometrically signed or wet signature applied in black or blue ink by recruiting personnel and applicants.

f. Corrections. No whiteout or correction tape is authorized on any form used to process an applicant for enlistment or affiliation. For further guidance regarding proper correction procedures, review the governing instruction for that form or document.

040102. Responsibilities. Quality checks for pre-enlistment, affiliation and post affiliation paperwork for Navy and Navy Reserve gains:

a. NAVTALACQGRU CO. Waiver approval or disapproval documentation on DD Form 1966, section VI, remarks, must be granted in writing and contain specific guidance concerning scope, procedures, and criteria that are consistent with this instruction and acceptable to the CO.

b. Enlisted Processing Division Supervisor (EPDS). Ultimately responsible for the quality assurance (QA) and maintenance of all AC and RC residual records. The EPDS will account for the quality check (QC) of all records on a monthly basis and verify AC DEP-out shipper records are QC'd within one working day. He or she will verify by the last day of month that RC gains contain a drill muster verification report and completed unit orders (NAVRES 1326/4) issued by the Navy Reserve Center. The classifier and EPDS will verify program eligibility to ensure applicants meet all moral and medical requirements for the program guaranteed.

c. Navy Liaison Office, Enlisted Classifier (pre-enlistment or pre-classification). Prior to the applicant being approved as ready for classification, the Navy liaison office must verify BEERs documents against PRIDE Mod II. Incorrect data must be corrected before approving for classification. Before completing a job sale, the classifier must verify data in PRIDE Mod II against BEERs documents and MEPS physical exam. Incorrect data must be corrected before completing job sale.

d. LPO or LCPO. Pre-enlistment and affiliation applications - prior to the applicant enlisting or affiliating, initial, date, and include a list of discrepancies and corrective actions on the back of the residual or quality assurance checklist envelope.

Note: PRIDE Mod II interfaces with other Navy corporate IT systems which create pay and personnel transactions for all new accessions. It is critical that all data entered into Salesforce and PRIDE Mod II is accurate from the very beginning. Incorrect birth dates, misspelled names, etc. can result in new recruits not being able to have an ID card issued, or their pay may not be started. Additionally, extensive rework is required to correct the mistakes. The DD Form 1966 page 1 contains vital data that is used to create the enlisted master file. Mistakes on these forms will result in extensive rework on behalf of the recruiter.

e. Navy Reserve Center LPO or LCPO. Post-enlistment and affiliation - Must recheck the kit for accuracy, again initialing and dating to include a list of discrepancies and corrective actions. This should be done within 3 working days to ensure timely submission of applicant paperwork to the appropriate channels or Navy Reserve Center. Training to deficiencies should take place during this process.

f. Recruiter. The preliminary interview should reveal the applicant's desires toward enlistment in the Navy, their age, number of dependents, education status, citizenship, police involvement, medical treatment history, drug abuse history and other such information to

determine basic enlistment eligibility. This information must be documented in Salesforce and used to accurately complete enlistment processing documents. During the initial interview, the recruiter will:

(1) Have the applicant sign the Privacy Act and Restrictions of Personal Conduct in the Armed Forces (USMEPCOM 601-23-4-E).

(2) Question the applicant to obtain BEERS information. Document all disclosures in Salesforce. Answer the applicant questions.

(3) Inform the applicant of Navy benefits and Selected Reserve (SELRES) options.

(4) Provide any other information, as appropriate.

(5) Refer the applicant to an officer recruiter if the applicant appears eligible for a commission.

040103. Verification and Reproduction of Original Documents

a. When verifying an applicant's eligibility for enlistment, the CO-designated personnel must sight and sign reproduced copies of all original supporting documents and will enter the appropriate information in section VI, remarks, DD Form 1966. Examples:

"I have personally sighted (applicant's name) original Social Security card issued by the Social Security Administration. I certify the reproduced document is a true copy of the original and is provided for military records and reference purposes only."

(Name, Rank, Title)

"I have personally sighted (applicant's name) original birth certificate issued by (name of official agency). I certify the reproduced document is a true copy of the original and is provided for military records and reference purposes only."

(Name, Rank, Title)

"I have personally sighted (applicant's name) original high school diploma/transcripts issued by (name of school). I certify the reproduced document is a true copy of the original and is provided for military records and references purposes only."

(Name, Rank, Title)

b. When original documents are obtained for applicants who originally processed with a Social Security Administration (SSA) printout or “will grad” letter, a 1966/4 entry must be generated by the CO-designated personnel.

c. Original documents required to be sighted and reproduced for entry into the member’s service record must be performed per the NAVTALACQGRU CO’s policy for copy certification. The entry will be entered in section VI of the DD Form 1966/4.

Note: Documents relating to dependents such as marriage certificates, dependents Social Security cards, etc. must be sighted.

040104. Navy Electronic Service Record

a. The Navy Liaison Office prepares the enlisted service record on, or before, the date of enlistment.

Note: The DEP service record maintained within PRIDE Mod II becomes the enlisted service record when the Future Sailor enlists USN or starts inactive duty training or active for training as USNR. Record packets breakdown can be located on NAVCRUITCOM directive page, listed under checklists - USMEPCOM Service Liaison Accession Verification Packet Breakdown Checklist - Navy.

(1) Prior Service Affiliation (RC) Residual Files. The prior service residual file will be maintained in PRIDE Mod II for a minimum of 7 years from enlistment or affiliation in PRIDE MOD II and then destroyed per SECNAV M-5210.1.

(a) A separate file will be maintained on all rejected applicants, and those who terminated processing.

(b) NAVTALACQGRUs will maintain residuals for all applicants.

(c) Residual files will be maintained in PRIDE Mod II for a minimum of 7 years from enlistment or affiliation in PRIDE Mod II and then destroyed per SECNAV M-5210.1.

(d) Residual files for rejected applicants, or applicants who have terminated further processing, will be maintained for a minimum of five years in PRIDE Mod II per the SECNAV M-5210.1.

Note: In the event that a recruiter receives attainment credit for someone gained outside of their office, (e.g., cross country recruiting) it remains their responsibility to ensure they have a complete and correct residual on file. Also, if the recruiter re-gains an applicant who they still have a previous residual file on, a complete and correct up to date residual file will be maintained.

(2) Quality Checking, or Pre-Enlistment, Affiliation and Post-Affiliation Paperwork. At a minimum, all enlistment or affiliation applications will be checked by the recruiter, LPO, LCPO, and NAVTALACQGRU quality assurance supervisor or reserve coordinator prior to the applicant enlisting or affiliating. After enlistment or affiliation, the LPO or LCPO will once again check the kit for accuracy. This should be done within three working days to ensure timely submission of applicant paperwork to the appropriate Navy Reserve Center. The EPO will check all residual files in PRIDE Mod II by the last day of the month following the gain. Quality checking (a complete review [block by block] of each document, to include program eligibility, approval notes, all waiver possibilities, and rating requirements) of all residuals will be documented by the reviewer. Noted discrepancies must be corrected within 30 days. Corrected copies will be placed into the residual file, with the original documents being provided to the appropriate Navy Reserve Center for placement into the applicant's service record.

Note: The EPO may delegate the quality checking of residual files, excluding the NAVTALACQGRU quality assurance supervisor and reserve coordinator (if part of the approval process).

b. Program Authorization Notes

Note 1: Approved for the Navy Veteran (NAVET) Program. Authority is granted for 90 days from the date of approval.

Note 2: Approved for the Recruiting Selective Conversion for Reenlistment Reserve (PRISE-R) Program. Authority is granted for 90 days from the date of approval. Ensure an annex for a reenlistment, or a NAVPERS 1070/613 for an affiliation, is prepared.

Note 3: Approved for reduction in rate. Authority is granted for 90 days from the date of approval.

Note 4: Approved for the Direct Procurement Enlistment Program (DPEP). Authority is granted for 90 days from the date of approval. Ensure an annex is prepared.

Note 5: Approved for the Other Service Veteran (OSVET) Program. Authority is granted for 90 days from the date of approval. Ensure an annex is prepared.

Note 6: Reserve for future use.

Note 7: Reserved for future use.

c. Table 4.1 is a list of reserve waiver codes.

Table 4.1 Reserve Waiver Codes

NAVTALACQGRU LEVEL WAIVERS APPROVED		
8A Age Review	8J Reserved for future use	8S Reserved for future use
8B DEP Discharge	8K Reserved for future use	8T Tattoo
8C Civil	8L Reserved for future use	8U Reserved for future use
8D Drug/Alcohol	8M Reserved for future use	8V Reserved for future use
8E Reserved for future use	8N Reserved for future use	8W Reserved for future use
8F Reserved for future use	8O Reserved for future use	8X Reserved for future use
8G NAVTALACQGRU Dependency waiver	8P Reserved for future use	8Y RE-Code Waiver
8H High Year Tenure (HYT)	8Q Other	8Z Reserved for future use
8I Reserved for future use	8R Reserved for future use	
NAVCRUITCOM LEVEL WAIVERS APPROVED		
9A ASVAB	9J NAVCRUITCOM After-The-Fact (ATF)	9S Reserved for future use
9B Reserved for future use	9K Reserved for future use	9T Reserved for future use
9C Civil	9L BUPERS 32	9U UNSAT
9D Drug/Alcohol	9M MA Program Manager	9V VTU only
9E Elapsed Time Waiver	9N NRFC (N1)	9W Reserved for future use
9F Reserved for future use	9O Reserved for future use	9X Reserved for future use
9G Dependency	9P PERS-913	9Y RE-Code Waiver
9H High Year Tenure (HYT)	9Q Other	9Z Under height/weight
9I Intel Program Manager	9R Reduction in Rate	
ALL WAIVERS DISAPPROVED		
10A ASVAB	10J After-The-Fact (ATF)	10S Reserved for future use
10B Drop Designator	10K Does not meet program requirements	10T Reserved for future use
10C Civil	10L BUPERS 32	10U UNSAT
10D Drug/Alcohol	10M MA Program Manager	10V VTU only
10E Elapsed Time Waiver	10N NRFC (N1)	10W Reserved for future use
10F Reserved for future use	10O Reserved for future use	10X Not enough civilian experience
10G Dependency	10P PERS-913	10Y Not best qualified
10H High Year Tenure (HYT)	10Q Other	10Z Under height/weight
10I Intel Program Manager	10R Reduction in Rate	

Note 8: Codes starting with 8 are used for NAVTALACQGRU level approvals. Codes starting with 9 are used for NAVCRUITCOM level approvals. Codes starting with 10 are for all disapprovals.

040105. Distribution of Enlistment Documents and Residual Maintenance

a. A residual file maintained in PRIDE Mod II is any correspondence and related papers, but not limited to investigations, reports of medical examination, birth certificates, waivers, police record checks, DEP action requests (DARs), enlistment documents, and other enlistment data or papers, and must remain in PRIDE Mod II.

b. For DEP-discharged personnel (including component changes), prepare DEP Discharge NAVPERS 1070/613 with assigned discharge code, and return to military entrance processing stations (MEPS) for removal of DEP data from the MEPCOM MIRS database, along with all original UMEPCOM Forms 680-3A-E Series and original medical forms (DD Form 2808 or MHS Genesis Readiness Report, and DD Form 2807-2)

040106. Forms and Documents Required For Enlistment

a. Table 4.2 identifies forms and documents required by recruiting personnel to effect enlistments, indicates applicants for which each form is normally required, and delineates the responsibility for the forms completion. Note: post-DEP forms are covered in chapter 4.

Table 4.2 Forms and Documents Required For Enlistment

FORMS AND DOCUMENTS REQUIRED FOR ENLISTMENT		
Form or Document	Applicant for Which Normally Required	Responsibility
Orders and any amendment	All	MEPS and NLO
USMEPCOM - Navy Liaison Accession Verification Packet breakdown Checklist	All	MEPS and NLO
DD Form 2807-2 (Accessions Medical Prescreen Report)	All	Applicant and Recruiter
USMEPCOM Form 40-1-15-1-E (Medical History Provider Interview)	All	MEPS
Audiogram	All	MEPS
USMEPCOM Form 40-8-1-E (HIV Antibody Testing Acknowledgement)	All	MEPS
DD Form 2005 (Privacy Act Statement – Health Care Records)	All	Applicant and Recruiter
DD Form 1966 – Series (Record of Military Processing)	All	Recruiter and NLO
DD Form 4 – Series (Enlistment/Reenlistment Record)	All	MEPS, NLO and Recruiter
Supporting education documents, such as diploma, high school transcripts, college transcripts, GED, etc.	All	Applicant and Recruiter
NAVCRUIT 1133/52 NAT Program Enlistment Guarantee, 1133/53 PACT Program Enlistment Guarantees, 1133/72 NAVET Prior PRISE III Paygrade Reduction Annex or 1133/117 (DD Form Annexes)	All	NLO

Table 4.2 Forms and Documents Required For Enlistment (Continued)

Form or Document	Applicant for Which Normally Required	Responsibility
NAVPERS 1070/613 (Admin Remarks) START Guide NAVPERS 1070/613, Religious Accommodation, SAPR-D, etc.	All	Recruiter and NLO
DD Form 2983 (Recruit/Trainee Prohibited Activities Acknowledgement)	All	Applicant and Recruiter
Drug and Alcohol Abuse Statement of Understanding (OPNAV 5350/1)	All	Applicant and Recruiter
NAVCRUIT 1130/120 (Aberrant Behavior Screening Certificate)	All	Applicant and Recruiter
Social Security Card (applicants)	All	Applicant and Recruiter
USMEPCOM Form 40-1-2-R-E (Report of Medical Examination/Treatment)	Applicant with a report of medical examination/treatment	MEPS
USMEPCOM Form 601-23-5-R-E (Introductory Pre-Accession Interview) not required for Reserves (DNR)	Active component (DNR) applicants	MEPS
DD Form 368 (Request for Conditional Release)	Reserve component members	Applicant and Recruiter
DD Form 214, DD Form 215, DD Form 220, NGB Form 22, or similar document	Prior service applicants	Applicant and Recruiter
DD Form 369 (Police Record Check)	Nuke Field applicants and applicants requiring a waiver (except medical)	Applicant and Recruiter
DD Form 370 (Request for Reference)	NAVCRUITCOM waivers	Applicant and Recruiter
NAVCRUIT 1133/97 (Parent Applicant Declaration of Desertion)	17YO applicant with a deserted parent	Recruiter
DD Form 2475 (DoD Educational Loan Repayment Program (LRP) Annual Application)	LRP applicants	Applicant, Recruiter and NLO
NAVCRUIT 1133/102 (Enlistment Bonus Statements of Understanding); NAVRES Incentive 1-4 (New Accession Training (NAT) Enlistment Bonus Written Agreement for the Navy Reverse Incentives Program)	Applicants receiving an enlistment bonus	Classifier
USMEPCOM Form 680-3A-E (Request for Examination)	All	Recruiter, NLO and MEPS

Table 4.2 Forms and Documents Required For Enlistment (Continued)

Form or Document	Applicant for Which Normally Required	Responsibility
USMEPCOM PCN 680-3ADP (Applicant/Enlistee Record)	All	MEPS and NLO
Recruiter's Enlistment/Reenlistment Checklist	All	Recruiter
SF 86 (Questionnaire for National Security Positions) or PSI Printout, and SF86A (Continuation Sheet for Questionnaires SF 86 and SF 85P)	All (Electronic copy only in NASIS)	Applicant, Recruiter and NLO
Personnel Security Investigation (PSI) Results, Defense Security Services Report of Single Agency Check (DSS SAC), Manual PSI, SAC, or Tech Check Results or DD Form 258 Fingerprint Card	All	MEPS and NLO
USMEPCOM Form 40-8-E (Drug and Alcohol Testing Acknowledgement)	All	MEPS
Birth Certificate (or, DD Form 372 Verification of Birth if applicable)	All	Applicant and Recruiter
DD Form 93 Record of Emergency Data	All	MEPS
NAVPERs 1070/621 OR 1070/622 (Agreement to Extend Enlistment)	When additional obligated service is required	Classifier and NLO
NAVCRUIT 1110/112 (New Accession Training (NAT) Statement of Understanding)	NAT applicants	Classifier
Nuclear Field Pre-Ship Screen Certificate	Nuclear Field Applicants	NF Coordinator and EPDS
NAVCRUIT 1133/39 (Waiver Brief Sheet), NAVCRUIT 1133/21 (NFEW), NAVCRUIT 1130/20 (SPEW)	Waiver or eligibility determination is required	Recruiter, NLO and Classifier
NAVCRUIT 1133/51 (Request for Evaluation of Non-Traditional Education Credentials and Foreign Education)	Applicants with non-traditional education or foreign education	Recruiter
NAVCRUIT 1130/121 (Job Corps Certification)	Applicants with Job Corps Training	Applicant and Recruiter
NAVCRUIT 1133/75 (Statement of Understanding Loan Repayment Program)	Receiving LRP	Classifier

Table 4.2 Forms and Documents Required For Enlistment (Continued)

Form or Document	Applicant for Which Normally Required	Responsibility
NAVPERS 1740/6 (Family Care Plan Certificate), NAVPERS 1740/7 (Family Care Plan Arrangements)	Military married to military with dependent children, and single parents	Applicant and Recruiter
NAVRES 1570/2 (Satisfactory Participation Requirements for Naval Reservists)	Drilling Reservist, accessing to active duty	Applicant and Recruiter
Proof of dependents' birth certificates, marriage license, divorce decree, court documents, SSN card/SSA printout	Applicants with dependents	Applicant and Recruiter
USCIS Verification Documents	Applicants born abroad of US parents or immigrant aliens	Applicant and Recruiter
Transcripts for Nuclear Power/Engineering Aide/Hospital Corpsman applicants	Applicants enlisting in NF, EA or HM programs	Applicant and Recruiter
Personnel Security Screening Questionnaire(PSSQ)	List of required ratings located in chapter 8, sec. 2	Classifier
NAVCRUIT 1130/104 (U.S. Navy Tattoo Screening Certificate)	Applicants with body art or removal of body art	Applicant, Recruiter and NLO
NAVCRUIT 1133/78 (Applicant's Personal Statements)	When required, located in chapter 2	Applicant and Recruiter
MEPCOM Form 601-23 (Report of Additional Information)	Disclosure of information during MEPS processing	NLO and MEPS
Enlisted Waiver Checklist	Checklist for higher level waivers	Recruiter and NLO
Letter of Waiver of Veteran Administration (VA) Disability Compensation	Applicants drawing allowance or have a claim for disability compensation	Recruiter
NAVCRUIT 1133/103 (Exception to Policy/DEP extension request)	Applicant with a change in eligibility status	NLO
NAVCRUIT 1133/108 (00J Legal Determination Cover Sheet)	Legal determination required prior to processing	Recruiter and NLO
Credit Check Release Consent	Enlisting in an Intel rating	Classifier
Point Capture Sheet	Prior service	Recruiter

b. Table 4.3 list required forms and documents by program for SELRES recruiting as applicable:

Table 4.3 Forms and Documents Required For SELRES Enlistment

FORMS AND DOCUMENTS REQUIRED FOR SELRES ENLISTMENT						
Forms and Documents	NVT AFF	NVT ENL	OSV DC	NAVET PRISE R	OSV PRISE R	DPEP
Recruiting Quality Assurance Sheet	X	X	X	X	X	X
NAVPERS 1070/602 (Dependency Application/record of Emergency Data)	C	C	C	C	C	C
NAVRES 1570/2 (Satisfactory Participation requirements for Navy Reservists Satisfactory Participation Requirements/Record of excused absences)	X	X	X	X	X	X
NAVRES 1326/4 (Enlisted Inactive Duty Training Orders)	X	X	X	X	X	X
NAVRES 1326/4 (Enlisted Inactive Duty Training Orders to a Navy Reserve Unit)	X	X	X	X	X	X
OPNAV 5350/1 (Drug and Alcohol Abuse Statement of Understanding)	C	C	C	C	C	C
DD 2058 (State of Legal Residence)	C	C	C	C	C	C
DD 2807-2 (Medical History)	X	X	X	X	X	X
IRS W4 – Employee withholding allowance Certificate (Form W4)	C	C	C	C	C	C
DD 2645 (Voter Registration Information)	R	R	R	R	R	R
SGLV 8286 (Service member’s Group Life Insurance Election and Certificate)	C	C	C	C	C	C
NAVCRUIT 1131/45 (HIV Statement of Understanding)	C	C	C	C	C	C
DD Form 214 (Certificate of Release or Discharge from Active Duty)	X	X	X	X	X	X
SSN Verification (when DD Form 214 is not provided)	X	X	X	X	X	X
Education Verification (when DD Form 214 is not provided)	X	X	X	X	X	X
PRT/IFA Results	X	X	X	X	X	X
SF 1199A (Direct Deposit Sign up Form)	C	C	C	C	C	C
NAVPERS 1070/613 (Accession in Lieu of Recommendation)	X	X	X	X	X	X
Senior Enlisted Leader endorsement from gaining unit for Cryptology/Intel Ratings.	O	O	O	O	O	O
Drill Verification	R	R	R	R	R	R
DD Form 4 (Enlistment/Reenlistment Document – Armed Forces of the United States)		C	C	C	C	C

Table 4.3 Forms and Documents Required For SELRES Enlistment (Continued)

Forms and Documents	NVT AFF	NVT ENL	OSV DC	NAVET PRISE R	OSV PRISE R	DPEP
DD Form 1966 (Record of Military Processing - Armed Forces of the United States)		C	C	C	C	C
USMEPCOM 601-23-4-E (Restrictions on Personal Conduct in the Armed Forces)		C	C	C	C	C
Resume (Worksheet)		O				X
NAVCRUIT 1133/120 (Direct Procurement Enlistment Program (DPEP) Application)						X
Point Capture Sheet	O	O	O	O	O	O
DD 370 (Request for References)	O	O	O	O	O	O
NAVCRUIT 1133/78 (Applicant's Personal Statement)	O	O	O	O	O	O
NAVPERS 1740/6 (Department of the Navy Family Care Plan Certificate)	O	O	O	O	O	O
NAVPERS 1740/7 (Family Care Plan Arrangements)	O	O	O	O	O	O
DD 369 (Police Record Check)	O	O	O	O	O	O
NAVCRUIT 1133/39 (Waiver Brief Sheet)	O	O	O	O	O	O
NAVCRUIT 1130/104 (U.S. Navy Tattoo Screening Certificate)	O	O	O	O	O	O
NAVPERS 1070/615 (Honorable Discharge from the USNR)	O	O	O	O	O	O
Marriage License	O	O	O	O	O	O
Divorce Decree(s)	O	O	O	O	O	O
Dependent(s) Birth Certificate(s)	O	O	O	O	O	O
Personnel Security Screening Questionnaire (PSSQ)	O	O	O	O	O	O
Credit Check Consent Form	O	O	O	O	O	O
NAVPERS 1070/613 (High Year Tenure)	O	O	O	O	O	O
NAVPERS 1070/613 (Reserve Reduction in Rate)	O	O	O	O	O	O
NAVPERS 1070/613 (Dual Compensation)	O	O	O	O	O	O
NAVPERS 1070/613 (Severance Pay)	O	O	O	O	O	O
NAVPERS 1070/613 (PRCs not sent)	O	O	O	O	O	O
NAVRES 1326/2 (Enlisted Application & Orders To A Navy Reserve Unit Termination/Modification)	O	O	O	O	O	O

Table 4.3 Forms and Documents Required For SELRES Enlistment (Continued)

Forms and Documents	NVT AFF	NVT ENL	OSV DC	NAVET PRISE R	OSV PRISE R	DPEP
Navy Reserve Center Endorsement(s)	O	O	O	O	O	O
NAVPERS 1070/613 (Waiver Authorization Recording)	O		O	O	O	O
SF 86 (Questionnaire for National Security Positions)	1) C	C	C	C	C	C
ASVAB Test Scores, Reenlistment Eligibility Data Display (REDD) Response, MIRS 680		O	O	O	O	O
Certificate(s)/License(s)		O	O	O	O	O
USMEPCOM 680-3AE (Request for Examination)		O	O	O	O	O
NAVPERS 1070/613 (Elapsed Time Waiver)		O				
DD 368 (Request for Conditional Release)			O		O	O
NAVPERS 1070/613 (PRISE R – with Class “A” school)				O	O	
NAVPERS 1070/613 (PRISE R – without Class “A” school)				O	O	
NAVRES Incentive Agreement 1-3, Oct 09 (Written Agreement For the Navy Reserve Reenlistment/Extension Bonus)		O	O	O	O	O
NAVRES Incentive Agreement 1-2, OCT 10 (Written Agreement For the Navy Reserve Affiliation Bonus)	O		O	O	O	

Note: Break in service greater than 24 months. Need documentation that a T3 investigation has been opened or scheduled by OPM.

Legend

“X” Submit document with application kit and forward to the appropriate service record holder, Naval Reserve Activity upon accession. Retain copy of this document in residual file.

“O” Submit document with application kit, if required, because of applicant’s eligibility status. Forward to appropriate service record holder, Naval Reserve activity upon accession. Retain copy of this document in residual file.

Note 1: The SF 86 is required to be retained in electronic format only.

“R” A copy will be retained in the residual file.

“C” Original document must be forwarded to the appropriate service record holder, Naval Reserve Activity upon accession. A copy will be retained in the residual file.

Note 2: Upon enlistment and prior to submitting the investigation to JPAS, the recruiter or processor will document all medical, dependent, conduct, and drug waivers in the continuation space of the SF86 in NASIS using the format prescribed for the DD Form 1966/4 or the Waiver Briefing Sheet/Waiver Approval Letter.

Note 3: Use the following verbiage for all 1070/613 affiliation waivers:

Affiliation waiver(s) for (type of waiver(s)) granted by (level of authority) on (date)

(Signature of Approving Authority)

c. Table 4.4 list documents required for SELRES recruiting waiver submission.

Table 4.4 Forms and Documents Required For SELRES Waivers

FORMS AND DOCUMENTS REQUIRED FOR SELRES WAIVERS				
Forms and Documents	UNSAT	HYT	DEPN	RE-CODE
Recruiting Quality Assurance Sheet	X	X	X	X
DD Form 214 (Certificate of Release or Discharge from Active Duty)	X	X	X	X
All separation narrative documents	O	O	O	X
NAVPERS 1070/615 (Honorable Discharge from the United States Navy Reserve)	O	O	O	O
DD 370 (Request for References)	X	X	X	X
NAVCRUIT 1133/78 (Applicant’s Personal Statement(s))				
Why Navy?	X	X	X	X
Why you got out?	X	X	X	X
Police Involvement	X	X	X	X
Drug Usage	X	X	X	X
What have you been doing?	X	X	X	X
Child Support Order/Divorce Document(s)			X	
NAVPERS 1740/6 (Department of the Navy Family Care Plan Certificate)			X	
NAVPERS 1740/7 (Family Care Plan Arrangements)			X	
DD 369 (Police Record Check)				X
NAVCRUIT 1133/39 (Waiver Brief Sheet)	X	X	X	X
Proof of Spouses Income			X	X
PRT/IFA Results	X	X	X	X
NAVPERS 1070/613 (High Year Tenure)		X		
NAVPERS 1070/613 (Reserve Reduction in Rate)		X		
NAVPERS 1070/613 (Dual Compensation)				X
NAVPERS 1070/613 (Severance Pay)		X		X

Table 4.4 Forms and Documents Required For SELRES Waivers (Continued)

Forms and Documents	UNSAT	HYT	DEPN	RE-CODE
Navy Reserve Center Endorsement(s)	X			
SF 86 (Questionnaire for National Security Positions)	1) X	X	X	X
ASVAB Test Scores, Reenlistment Eligibility Data Display (REDD) Response, MIRS 680	X	X	X	X
USMEPCOM 680-3AE (Request for Examination)				X
NAVPERS 1070/613 (Elapsed Time Waiver)				X
DD 368 (Request for Conditional Release)	X	X	X	X

“X” A copy of this document must be submitted with the application for accession or waiver and retained in the residual file. For “touch and go applications,” the initial contacting recruiter will complete these documents.

Note 1: The SF 86 is retained in NASIS and is not required to be printed/maintained in paper format.

“O” Submit document with the application kit only if required due to the applicant’s eligibility status and forwarded to the appropriate service record holder, Naval Reserve Activity upon accession. A copy of this document will be retained in the residual file.

Note 2: For applicants with a break in service greater than 24 months. Need to submit for a new investigation and should not be gained until verified in NASIS and or JPAS that a T3 investigation has been scheduled or opened by NBIB (formerly OPM). Do not print and scan the SF86. View in NASIS.

Note 3: Upon enlistment and prior to submitting the investigation to JPAS, the recruiter or processor will document all medical, dependent, conduct, and drug waivers in the continuation space of the SF86 in NASIS using the format prescribed for the DD Form 1966/4 or the Waiver Briefing Sheet/Waiver Approval Letter.

SECTION 2
INSTRUCTIONS FOR COMPLETING FORMS

040201. Request for Examination (USMEPCOM Form 680-3A-E)

a. Use of Form. USMEPCOM Form 680-3A-E is used for initial visit and retest of applicants at Mobile Examining Team (MET) sites or MEPS.

(1) For an applicant's initial visit to a MEPS or MET site, for any reason including medical prescreening and for retests, recruiters will complete USMEPCOM Form 680-3A-E using the instructions below.

(2) The applicant must initially present one completed copy of the form (except shaded areas) jointly with recruiting service personnel.

Note: The recruiter will inform the service liaison when a projected applicant will not arrive for scheduled processing as soon as identified. The service liaison will delete the known cancellation within the MEPS system (USMIRS) prior to their MEPS projection cut-off time the day prior to the applicant's projected processing date. Further, the service liaison should alert the MEPS travel assistant (TA) of any cancelled shipper projection.

b. Instructions for Completing Form. MEPS personnel complete shaded blocks.

(1) Item A. The service for which the applicant is processing (e.g., regular Navy or Naval Reserve).

(2) Item B. Indicate prior military service. Place an "X" in "yes" or "no", as appropriate. If the applicant has prior service, enter the number of days the applicant has served in the armed forces or RC.

(3) Item C. Enter the applicant's Selective Service classification. If the applicant has never registered with Selective Service, enter "N/A."

(4) Item D. Enter the applicant's Selective Service registration number. If the applicant never registered with Selective Service, enter "N/A."

(5) Item 1. Applicant's full Social Security number (SSN).

(6) Item 2. Complete full legal name of the applicant in capital letters, allowing one space between the last and first names and between the first and middle names, etc. Do not use an initial in lieu of the middle name. Do not use nicknames (such as Jeff for Jeffrey, Bill for William, etc.). Do not use any punctuation or special characters.

(7) Item 3. Street, city, county, state (and country if other than the United States), and zip code as of the date of application.

(8) Item 4. Street, city, county, and state (and country if other than the United States) claimed as the home of record. If this information is identical to the information in Block 3, write "same as item 3."

(9) Item 5. Show citizenship by placing an "X" in the proper block (5a through 5e). Applicant must indicate only one. If block 5a is marked, the applicant must also mark block 5a (1) or 5a (2). If block 5e is marked, write in the country of origin. Block 5f must reflect the applicant's alien registration number, if applicable.

(10) Item 6. Mark the appropriate block (male or female).

(11) Item 7a. Mark the appropriate block(s). The only acceptable methods recruiting personnel may utilize to request the data is by presenting the categories in one of two ways: either "Mark one or more" or "Select one or more." Applicants may select one, some combination, or all of Items 7a (1) through 7a (5).

(12) Item 7b. Mark the appropriate block. Applicants may select only one; however, the only acceptable methods recruiting personnel may use to request the data is by presenting the categories in one of two ways: either "mark one" or "select one."

(13) Item 8. Enter the applicant's legal status related to marriage.

(a) Annulled: The status of an individual whose marriage has been declared a nullity.

(b) Divorced: The status of an individual who has had a marriage legally dissolved.

(c) Interlocutory: The status of an individual during a period covered by an interlocutory decree pending final divorce.

(d) Legally separated: The status of an individual who has been separated from the spouse by legal action without a decree of divorce.

(e) Married: The status of an individual, excluding one legally separated, who has entered into a legal marriage, to include common-law marriage.

(f) Single: The status of an individual who has never been married.

(g) Widowed: The status of an individual whose spouse has been declared legally deceased.

(14) Item 9. Number of people who are either totally or partially dependent on the applicant for support. (Example: 01, 02, etc.).

(15) Item 10. Date of birth (DOB), entered in YYYYMMDD (year-month-day) format (e.g., 19760323).

(16) Item 11. Indicate applicant's religious preference (refer to list provided later in this section).

(17) Item 12. Highest grade of formal education completed. Highest grade completed will be determined by the number of credits earned regardless of the span of time or number of years spent in a traditional education program. For example: If an applicant has attended high school for four years but attained only 10 credits out of 20 required to graduate, then this individual will only be considered to have completed the 10th grade. Rule: use the number of credits required to graduate and divide by four to determine the number of credits required to satisfy each academic year completed.

(18) Item 13. Mark either the "yes" or "no" block based on the applicant's ability to read, listen, and speak in a foreign language(s). English is not considered a foreign language because all individuals processing in the MEPS must be proficient in English. If "yes" is selected, enter the foreign language(s) and codes for foreign languages are identical to those used for *item 19* of DD Form 1966, blocks 30, 31, 40 and 41.

(19) Item 14. Mark either the "yes" or "no" block based on whether the applicant has a valid driver's license. If "yes" is selected, enter the state, license number, and expiration date. Expiration date must be valid and in YYYYMMDD format.

(20) Item 15. Enter the city, state, and country where the applicant was born.

(21) Item 16. Indicate whether a qualifying Armed Services Vocational Aptitude Battery (ASVAB) test score is or is not required for enlistment and the type of aptitude processing required of the applicant to enlist or process. The MEPS will use the information provided to ensure appropriate aptitude processing is performed.

(a) ASVAB required to enlist? Place "X" in either the "yes" or "no" block based on whether a qualifying ASVAB test score is or is not required for enlistment.

Note: "Yes" must be selected if a qualifying ASVAB test score is required for the applicant to enlist.

(b) Enlist under student test scores? Place "X" in the "yes" block if the applicant will be enlisting using their student ASVAB test scores.

(c) TEST TYPE. If "yes" is selected in *Item 16a*, place "X" in the appropriate block to specify the type of aptitude processing the applicant requires for enlistment processing.

test. 1. Initial. “X” if the applicant is required to take an initial enlistment ASVAB

2. Special. “X” if the applicant is required to take a special test.

test. 3. Confirmation. “X” if the applicant is required to take a Confirmation ASVAB

block. (d) Retest. If the applicant is required to take a retest ASVAB, “X” the appropriate

1. 1ST retest. “X” if the applicant is taking a first retest.

2. 2ND retest. “X” if the applicant is taking a second retest.

3. Immediate retest authorized. “X” if the applicant is authorized an immediate retest by the MEPS commander.

4. 6 MONTH RETEST. “X” if the applicant is taking a six-month retest.

(e) Previous test version. Enter the test version of the applicant’s previously taken ASVAB. Previous test version not required if test is over 2 years old.

(f) Previous test DATES (YYYYMMDD). Enter the date(s) the applicant took a previous test version ASVAB. The date must be valid and in the format of year-month-day. Previous test version not required if test is over 2 years old.

(22) Item 17a. Enter the recruiter’s ID/SSN (nine alphanumeric characters – if less than nine alphanumeric characters, use leading zeros).

(23) Item 17b. Recruiting station ID (last five alphanumeric characters). For example, NAVCRUITSTA 231005 would be 31005.

(24) Item 18. For MEPCOM use only.

(25) Item 19. For MEPCOM use only.

(26) Item 20. Indicate whether a medical examination is or is not required for enlistment and the type of medical processing required for the applicant to process for enlistment. The MEPS will use the information provided to ensure appropriate medical processing is performed.

(a) MEPS medical exam required to enlist? “X” either “yes” or “no” based on whether a medical examination is or is not required for enlistment.

Note: A “yes” must be selected if a medical examination is required for the applicant to enlist.

(b) Exam type. If “Yes” is selected in *Item 20a*, “X” the appropriate block to specify the type of medical processing the applicant requires for enlistment or processing.

1. Full. “X” if the applicant is required to undergo a full physical medical examination.
2. Inspect. “X” if the applicant is required to undergo an inspection medical examination.
3. Special. “X” if the applicant is required to undergo a full physical medical examination and special medical processing is included in the examination (e.g., quadrennial over 40 physical, Individual Ready Reserve (IRR), health care professional, EKG, etc.).
4. Consult. “X” if the applicant is required to undergo a medical consult (e.g., ortho, psych, ear lavage, etc.).
5. RE-EXAM. “X” if the applicant is required to undergo a medical re-examination.
6. Other. “X” if the applicant is required to undergo some other form of medical processing (e.g., DAT only, HIV only, etc.).

Date last full medical exam (YYYYMMDD). Enter the date the applicant took the last MEPS full medical examination. The date must be valid and in the format of year-month-day.

(27) Item 21. Self-explanatory.

(28) Item 22. For MEPCOM use only.

(29) Item 23. Applicant certification in presence of test administrator.

(a) The test administrator will verify the applicant’s identity by photo ID. The test administrator will annotate whether the photo ID was presented, the type of photo ID (e.g., driver’s license, student ID, passport, etc.), and the photo ID number. The applicant is required to sign this Item.

(b) If a photo ID is not presented, or the test administrator is unable to verify the identity of the applicant from the photo ID (e.g., the applicant’s physical appearance does not match the photo ID, the photo ID information does not match other document information, etc.), the test administrator will put the applicant’s right thumbprint in *Item 24*.

(30) Item 24. Right thumbprint. Use this block for the first attempt of the right thumbprint. Affix the thumbprint with the thumbnail pointed to the left. If a second attempt is required, turn the USMEPCOM Form 680-3A-E over (top of the form on the bottom) and affix the right thumbprint on the upper right corner with the thumbnail pointed to the left).

(31) Item 25. Applicant certification in presence of recruiting personnel. All applicants must indicate whether they have taken an ASVAB test for any Service, to include the ASVAB 14 (student) test and, if so, where and when. By signature, the applicant must attest to this and to the personal data shown. False certification could result in the examination being invalidated or in a delay of their processing.

(a) "X" if the applicant has never been tested under the enlistment or student ASVAB program.

(b) "X" if the applicant was ever tested under the ASVAB program and indicate the most recent date tested as well as the place the applicant was administered the Student test. The date must be valid and in YYYYMMDD format.

(c) "X" if requesting a "high school look-up."

(d) "X" if the applicant desires to keep the scores from the student ASVAB identified in *Item 25c*.

(e) Enter the name of the high school the applicant is currently attending (if applicable) or the last high school attended.

(f) The applicant signs, enters their Social Security number, and dates this entry.

(32) Item 26. Applicant's current medical insurer name. Enter the name of the applicant's current medical insurance company. If none, the applicant must sign their complete name to affirm that he or she has no current medical insurer.

(33) Item 27. Applicant's current medical provider NAME. Enter the name of the applicant's current medical provider (primary physician or hospital). If none, the applicant must sign their complete name to affirm that he or she has no current medical provider.

(34) Item 28. Medical insurer address. If a medical insurer is identified in *Item 26*, enter the company's complete address including zip code.

(35) Item 29. Medical provider address. If a medical provider is identified in *Item 27*, enter the provider's complete address including zip code.

(36) Item 30. Certification by recruiting personnel.

Authorized recruiting personnel must sign and attest to the accuracy of the information provided by the applicant and have it witnessed as specified in this instruction. False certifications will be forwarded to the appropriate counselor or liaison for disposition which could, if found to be the result of recruiter error, delay processing. Further, if it is subsequently disclosed that applicants were administered an unauthorized retest or an incorrect test version due to inaccurate data contained in the completed USMEPCOM Form 680-3A-E, the test will be invalidated.

c. Medical Records Release Authority. Medical records are to be obtained by the examinee at no cost to the government and made available for review during the pre-enlistment physical.

d. Incomplete USMEPCOM Form 680-3A-E. If any information is missing, the form will be treated as an incomplete 680-3A-E. When an incomplete 680-3A-E is received, MEPS testing sites will not release raw scores, nor will processing continue until the 680-3A-E is completed.

040202. Report of Additional Information (MEPCOM Form 601-23)

a. Use of Form. MEPCOM Form 601-23 is used for the purposes listed in subparagraphs 040202a(1) and 040202a(6).

(1) By the MEPS pre-enlistment interviewer to notify the NAVTALACQGRU MLPO that the applicant disclosed additional information during the pre-enlistment interview.

(2) By the NAVTALACQGRU MLPO to notify the MEPS pre-enlistment interviewer that the additional information has been considered, and give instructions for further processing of the applicant.

(3) By the MEPS pre-enlistment interviewer to notify the MEPS medical officer that the applicant has disclosed additional medical information.

(4) By the MEPS medical officer to notify the NAVTALACQGRU MLPO that additional disclosed medical information has or has not affected medical qualifications for enlistment.

(5) By the MEPS commander to report allegations of recruiter malpractice disclosed during the pre-enlistment interview.

(6) By the recruiter if the applicant is PS not going active duty.

b. Procedures

(1) If this form is required to be used by the recruiter for the initial interview, ensure when the applicant agrees to process, have him or her write on the bottom at the end of the form, "On this date, (date), I received a copy of the form to keep." Have the applicant date and sign.

(2) When additional information is disclosed during the pre-enlistment interview, the interviewer fills out an original and one copy of MEPCOM Form 601-23. The original

accompanies the applicant back to the NAVTALACQGRU MLPO. The MEPS pre-enlistment interviewer keeps the copy as a suspense item until the original copy is returned.

(3) After considering the reported additional information, the MLPO must “X” the appropriate block in the “recruiting service consideration of additional disclosed information” section, complete the name, rank, SSN, signature, and date blocks at the bottom of the form, and return the MEPCOM Form 601-23 to the MEPS pre-enlistment interviewer.

(4) The MLPO must reproduce a copy of the MEPCOM form 601-23 and forward it to the NAVTALACQGRU to include in the applicant’s residual file.

(5) When an applicant is disqualified because of disclosed information, but receives a waiver, the MLPO marks the “additional information required, waiver now included in the enlistment packet, continue processing of applicant for enlistment” block and initials and dates the form immediately after the word “enlistment” in that block. A personal statement is required in section VI, remarks of DD Form 1966/4 explaining the nature of the additional disclosure.

c. Requirement. Individuals who have disclosed additional information may be enlisted without the consent of the /NAVTALACQGRU, e.g., a completed MEPCOM Form 601-23.

d. Allegations of Recruiter Malpractice. When the MEPCOM Form 601-23 is used to report allegations of recruiter malpractice, the MEPS commanding officer must forward MEPCOM Form 601-23 to NAVCRUITCOM 00IG, via the MEPCOM chain of command. Additionally, the MEPS commanding officer telephonically notifies the NAVTALACQGRU commanding officer of the allegation reported.

040203. DD Form 4 Enlistment/Reenlistment Document Armed Forces of the United States

a. Use of Form. DD Form 4 documents enlistment and reenlistment in the armed forces. Upon execution, DD Form 4 is an official legal agreement between the U. S. Government and enlisted member. The language used in DD Form 4 specifies in clear English, the terms of the enlistment, to avoid future recruit or parent misunderstandings.

b. Preparation. Although MEPS personnel complete DD Form 4 vice representative who accepts an applicant for enlistment must verify typed entries for corrections before signing the completed form and explain all applicable parts of the document to the applicant; therefore, instructions for completion are provided to ensure quality control. DD Form 1966 is the source document for preparing DD Form 4.

(1) MEPS prepare the DD Form 4, when used for initial enlistment, by typewriter or automatic writing machine equipment. All capital letters are required and spacing must be used for all entries requiring the individual’s name. Punctuation is not used in an individual’s name.

Example: JONES JAMES LA VERNE; DE LA CROIX ROGER WILLIAM.

Other entries must be typed exactly as shown on the example. All signatures must use reproducible black or blue-black ink.

(2) DD Form 4 is the basic document establishing a legal relationship between the United States Government and the enlisted member; therefore, MEPS must take special care to complete all items correctly without typewriter strikeover. Erasures or corrections in *Items 5* (date of enlistment or reenlistment) and 8 (service, period of enlistment, and paygrade) and sections E, G, and H are not authorized and require the form to be regenerated. The applicant and sponsoring service representative must initial any changes or corrections in other items.

(3) Errors discovered after the member's enlistment must be corrected under MILPERSMAN Article 1070-210 by the appropriate naval administrative command/personnel support activity with delegated authority to correct and report errors on new enlistment documents directly to the Chief of Naval Personnel.

(4) Before signing the completed form, the MEPS liaison petty officer will verify typed entries for corrections and explain all applicable parts of the document to the applicant.

(5) In administering the oath, the words "so help me God," may be omitted by any person who elects to affirm rather than swear.

c. Instructions for Completing DD Form 4

(1) Section A. Enlistee or re-enlistee identification data.

(a) Items 1 thru 7 are completed by MEPS personnel and verification will be conducted by the Navy liaison office for accuracy.

(b) Item 1. Enter applicant's complete last name (including compound name if applicable), full first name, full middle name(s), and any suffix such as Jr., Sr., III. If applicant was given initial(s) rather than first or middle name, enter such initial(s). Do not use punctuation of any sort, including periods or commas. Further, an apostrophe or hyphen contained within a name is not to be used and spaces are not to be used as substitutes for apostrophes or hyphens. Names containing hyphens or apostrophes will reflect as follows:

Examples:

James Henry O'Brien Jr is shown as:
OBRIEN JAMES HENRY JR

M Harold Smith-Connally is shown as:
SMITHCONNALLY M HAROLD

(c) Item 2. Enter applicant's Full SSN

(d) Item 3. Enter street, city, state, and ZIP code individual claims as permanent home of record.

Note: A post office box is not acceptable.

(e) Item 4. Enter military installation, city and state of enlisting/reenlistment activity's location.

Example: NAVMARCORESCEN FRESNO, CA

(f) Item 5. Enter date of enlistment or reenlistment in YYYYMMDD format.

(g) Item 6. Enter date of birth in YYYYMMDD format.

(h) Item 7. In the spaces provided, enter total active and inactive service completed before date of enlistment/reenlistment. If no prior service, enter "00" in each block. If member has prior service, enter as six numerals in each line:

Example: 03 09 11

(2) Section B. Agreements

(a) Item 8. List the branch of service. In the space following "this date for" enter number of years applicant is enlisting or reenlisting for, using an Arabic numeral. If applicable fill out weeks.

(b) In the space following "in pay grade" enter permanent pay grade.

Note: Item 8 will be verified by the Navy liaison office for accuracy and applicant will initial item 8c.

Example: "E3". In the space

(3) Section C. Partial statement of existing United States laws

(4) Section D. Certification and acceptance

(a) Item 13a thru 14. Will be verified by the Navy liaison office and applicant for accuracy and signed in the appropriate blocks.

(b) Item 13b. Signature of enlistee or re-enlistee. Applicant must sign full name in first, middle, and last name sequence.

Example: George Eldon Copperperson

(c) Item 13c. Date signed. Example: 19970605

(4) Section E. Confirmation of enlistment or reenlistment.

(a) Item 15 thru 18a. Will be verified by the Navy liaison office for accuracy and signed by applicant in the appropriate block.

(b) Item 19. Enlistment or reenlistment officer certification.

(c) Item 19 a thru g. Will be verified by the MEPS for accuracy and signed by the enlistment officer.

Note: DD Form 4/3. For DEP only-record applicant's full name (in last, first and middle name sequence) and SSN in block at top of DD Form 4/3. See instructions for Items 1 and 2. If official change in name has occurred; e.g., due to marriage, enter new name. Also enter in item 1 (name).

(5) Section F. Discharge from Delayed Entry Program.

(a) Item 20a - c. Will be verified by the Navy liaison office for accuracy and signed by applicant in the appropriate block.

(b) New Information. Should a new recruit, after the swearing in ceremony, divulge (or recruiting personnel otherwise become aware of) involvement with drugs or law enforcement authorities, dependents, or any other matter which renders the enlistment documents in error or incomplete, contact the RQAT by telephone and provide a full report. The RQAT representative in turn must notify the recruit indoctrination facility or RTC legal of the full particulars of the report for their action as appropriate. Place documentation of the report in the residual file of the individual concerned. If the RQAT representative cannot be contacted within 48 hours, a letter from the NAVTALACQGRU CO, to the RTC commanding officer describing in detail the matter at issue. Keep a copy of the transmittal in the residual file.

(6) Section G. Approval and acceptance by service representative

(a) Orders assigning regular component (USN) Delayed Entry Program (DEP) enlistees to inactive duty. *Item 8a* of DD Form 4 current edition contains wording that eliminates the need to issue of DEP orders in the case of applicants who are enlisting in DEP for a regular component (USN) program. A copy of DD Form 4 provided to the enlistee serves as DEP orders for DEP members scheduled to enlist in the regular component.

(b) Item 21a - g. Will be verified by the Navy liaison office for accuracy and signed in the appropriate block.

(7) Section H. Confirmation of enlistment or reenlistment

(8) Item 22a - 23g. Will be verified by the Navy liaison office for accuracy and signed by the applicant and the enlistment officer in the appropriate blocks.

040204. DD Form 93 Record of Emergency Data

a. Use of Form. DD Form 93 is used by all services for casualty notification and for certain beneficiary designations. DD Form 93 is an extremely important form and accuracy in preparation is paramount. For Navy purposes, DD Form 93 data is used for all applicants enlisting in the USN or commencing active duty (ACDU) or IADT USNR.

b. Preparation. MEPS prepares DD Form 93 following instructions on the form.

040205. DD Form 368 Request for Conditional Release

a. Purpose. DD Form 368 is required to enlist any applicant currently under contract with the RC of any branch of the armed forces (including the Navy Reserve, National Guard, or Air National Guard). Navy reservists may be authorized release from the Navy Reserve for recall or enlistment in another component or service, active or inactive, per DOD Directive 1205.5 and as specified in this chapter. Transfers from the SELRES to the IRR or Standby Reserve of another service are not permitted. NAVPERSCOM (PERS-913) is the approval authority for all enlisted DD 368. NAVPERSCOM (PERS-911) is the approval authority for all officer requests. Unit and Navy Reserve Center COs do not have approval authority to release members to another branch of service. Refer to Table 4.8 DD Form 368 Conditional Release Approval Chart.

b. Application Requirements. The prerequisites for release to be commissioned, recalled, or enlisted in another component or service, active or inactive are listed in subparagraphs 040205b(1) and 040205b(2).

(1) DD Form 368 will be used in all cases involving inter-service transfers. It will also be used when enlisted personnel are entering the U.S. Navy AC via COMNAVCRUITCOM.

(2) Personnel are not authorized release for enrollment in the DEP of an AC.

c. Special Procedures for Enlisted Personnel. Personnel serving under the programs or policies listed in subparagraphs 040205c(1) through 040205c(9) have specific conditions for release that must be met prior to approval.

(1) Members currently affected by a Navy-wide stop-loss policy or identified for mobilization/Presidential Selected Reserve Call-Up (PSRC).

(2) Navy Reserve Accession Course (NRAC) personnel who have not completed their IADT requirements.

(3) Members serving in a critical rating.

- (4) Members possessing a critical NEC.
- (5) Members assigned to a priority placement unit designated by Commander Fleet Forces or Commander Navy Reserve Forces Command.
- (6) Members in receipt of a bonus for their current enlistment.
- (7) Members serving in a temporary rating.
- (8) NAT program with fewer than 24 months of service as a mandatory drilling Reservist.
- (9) All members of the IRR who wish to enlist USN (AC) must have a DD Form 368 approved by NAVPERSCOM (PER-913). Personnel who were transferred to the IRR as “unsatisfactory drillers – not recommended for re-affiliation” or “not recommended for reenlistment” will receive a note in the remarks section of the DD Form 368 reading “not recommended for re-affiliation” or “not recommended for reenlistment,” as appropriate, if approved for transfer.

d. Processing Procedures

- (1) Ensure the document is accurately completed and all information and dates are correct.
 - (a) For members assigned to a Navy Reserve Center, forward the DD Form 368 to the Navy Reserve Center. The Navy Reserve Center will forward the DD Form 368 and all required endorsements to NAVPERSCOM (PERS-913).
 - (b) For members of the IRR, forward the DD 368 for disposition to:
 - Commander
Navy Personnel Command
Attn: PERS-913
5720 Integrity Drive
Millington, TN 38055-4911
- (2) For approved DD Form 368: NAVTALACQGRU will complete section III and attach enlistment documentation and forward to the losing activity (i.e. Navy Reserve Center for members currently drilling or NAVPERSCOM (PERS 912) for members of the IRR) for proper discharge procedures. For IRR personnel, mail DD 368 to:

Commander
Navy Personnel Command
Attn: PERS-912
5720 Integrity Drive
Millington, TN 38055-4911

(3) For disapproved DD Form 368: File with the applicants residual file and maintain for the appropriate time frame.

e. Table 4.5 is the conditional release approval chart.

Table 4.5 DD Form 368 Conditional Release Approval Chart
FORM 368 CONDITIONAL RELEASE APPROVAL CHART

Program/Policy Approval Currently Applicable	Requesting Active/ Inactive Duty	Commissioning or Enlistment Program	Eligible	Authority	Notes
Any program	Inactive	Commissioning	Yes	PERS-913	1
Affected by a current stop-loss policy or identified for mobilization/presidential recall	Active	Enlistment (not DEP)	Yes (USN only)	PERS-913	2
	Inactive	Enlistment	No	N/A	
NAT personnel with fewer than 24 months service as a mandatory drilling Reservist	Active	Enlistment (not DEP)	Yes (USN only)	PERS-913	2
	Inactive	Enlistment	No	N/A	
Currently serving in a critical rating or possessing a critical NEC	Active	Enlistment (not DEP)	Yes	PERS-913	2
	Inactive	Enlistment	No	N/A	
Currently serving in a priority unit designated by CFFC or CNRFC placement	Active	Enlistment (not DEP)	Yes	PERS-913	2
	Inactive	Enlistment			
Currently in receipt of a bonus	Active	Enlistment (not DEP)	Yes	PERS-913	3
	Inactive	Enlistment			
Temporarily rated personnel who have not made rate or rating permanent	Active	Enlistment (not DEP)	Yes	PERS-913	4
	Inactive	Enlistment			
All other personnel	Active	Enlistment (not DEP)	Yes	PERS-913	
	Inactive	Enlistment			

Note 1: NAVPERSCOM (PERS-913) is approval authority for DPEP and Navy Reserve Accession course personnel who have not completed their IADT requirements and personnel currently serving in a temporary rating. The Navy Reserve Center will use figure 7-2 of the BUPERSINST 1001.39F as an endorsement to DD Form 368 when forwarding to NAVPERSCOM (PERS-913).

Note 2: The Navy Reserve Center will use exhibit 7-3 in BUPERSINST 1001.39F as an endorsement to DD Form 368 when forwarding to NAVPERSCOM (PERS-913).

Note 3: See COMNAVRESFORINST 1100.4 regarding the potential impact on payments received or due in the future.

Note 4: Temporarily rated personnel must be transferred in their permanent rate.

Note 5: Responsibility. The Navy Reserve Center will 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.

Note 6: Other Service RC, National Guard or Air National Guard. Member is participating with a Reserve Unit. The DD Form 368 will be prepared, indicating the applicant's intention of enlisting, and forwarded to the appropriate approving authority. Enlistment or reenlistment will not be effected until approval of the release has been received in writing by the enlisting activity. Approving authority is the unit commanding officer or as delegated by the unit commanding officer.

Note 7: Member is not participating with a reserve Unit. United States Army Reserve. Approved release required. Upon enlistment, forward the original DD Form 368 and a copy of the DD Form 4 to the address below so discharge may be processed and the service/health records can be forwarded to the duty station identified on the DD Form 368. A copy of the DD Form 368 will be filed in the residual.

U.S. Army Human Resource Command
1600 Spearhead Division
Fort Knox, KY 40121

Note 8: United States Air Force Reserve. Approved release required. Upon enlistment, forward the original DD Form 368 and a copy of the DD Form 4 to the address below so that discharge may be processed and the service and health records can be forwarded to the duty station identified on the DD Form 368. A copy of the DD Form 368 will be retained in the residual file.

Headquarters ARPC/DPS
6760 East Irvington Place
Denver, CO 80280-4000
ATTN: Separation Branch
FAX: (478)327-2215
DSN: 497-2215

Note 9: United States Marine Corps Reserve (USMCR), United States Army National Guard (USARNG), United States Air National Guard (USANG), United States Coast Guard Reserve (USCGR). Approved request required. Enlistment or reenlistment WILL

NOT be effected until approved DD Form 368 is received by the enlisting activity. The DD Form 368 will be prepared, indicating the applicant's intention of enlisting, and forwarded to the activity listed below. A copy of the DD Form 368 will be retained in the residual file.

Marine Corps Reserve
Marine Corps Individual Reserve Support Activity
Director
2000 Opelousas Ave.
New Orleans LA 70114
(800) 255-5082

Note 10: For USMC reservists, the DD Form 368 may be emailed to mcirsa_ima@usmc.mil. Do not use SSNs on this form when emailing; rather, use the member's EDIPI (DoD ID number).

Note 11: Army National Guard and Air National Guard. Mail the DD Form 368 to the adjutant general of the state in which the National Guard unit is located.

Note 12: Coast Guard Reserve. There are several Integrated Support Commands (ISC), throughout the United States, that maintain the service records for Coast Guard members in the IRR. The DD Form 368 needs to be sent to the specific ISC that maintains the member's service record. The address of the ISC that the DD Form 368 is forwarded to can be obtained from: The member in the IRR, the local Coast Guard recruiter, or from the Maintenance and Logistic Command (MLC) at (757) 628-4507.

Note 13: 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.

040206. DD Form 369 Police Record Check

a. Use of Form. One very important source of information concerning an applicant is any record of offenses held by local, county, or state officials. This information provides a more complete background profile and facilitates evaluation of an applicant's potential using the "whole person" concept. This information will also facilitate a preliminary decision on eligibility for a security clearance before the National Agency Check initiated at the MEPS NLO or the recruiting office if the applicant is prior service and applying for a Reserve program. This pre-enlistment processing also precludes recruiting applicants whose previous involvement with civilian authorities indicates an inability to maintain a satisfactory pattern of conduct. To maximize cooperation with civil law enforcement agencies on police record check requests, recruiters should obtain the written consent of the applicant for police checks, specifically authorizing the Navy access to juvenile and police records.

b. Preparation

(1) During the pre-enlistment processing interview, the recruiter must obtain written authorization from each applicant for Navy access to juvenile and police records. Refer to table 4.9. The applicant must sign the statement of consent in section II of DD Form 369, a copy of which is retained permanently in the applicant's residual file. The recruiter prepares an original and one copy of DD Form 369, stamps or types the appropriate NAVTALACQGRU Enlisted Processing Division (EDP) address on the reverse of the form, and attaches an envelope addressed to the NAVTALACQGRU EPDS.

(a) If the applicant's background poses serious questions as to the fitness for service or participation in special programs.

(b) If the applicant self admits to a juvenile or adult arrest, citation, or convictions(s) that requires a waiver for enlistment or program eligibility.

(c) If the applicant appears to be trying to enlist fraudulently.

(d) All Tier 2 applicants and those classified into the Nuclear Power Program require PRCs ran and completed to City, County, State and Juvenile Authorities where the applicant has lived and worked for the past 3 years.

(e) CHRI need not be requested in the case of applicants being processed by the Naval Reserve Forces who are presently serving on an enlistment contract.

(2) Send DD Form 369 to the city, town, county, state, and juvenile authorities where any offense occurred requiring a waiver and to where the applicant resided for the last three years.

(3) For applicants who do not meet the conditions listed in subparagraphs 040206b(1)(a) through 040206b(1)(e), include the following entry in section VI, remarks of DD Form 1966:

“DD FORM 369 not sent to law enforcement agencies.”

(4) When DD Form 369s are returned to the EPDS, review them for the required action.

(a) Compare those with charges or CHRI to the disclosures made by the applicant and process those with pending or undisclosed charges or CHRI under existing procedures.

(b) Notify the waiver petty officer and the recruiter if the applicant's status changes (such as enlistment eligibility, if a waiver is required, etc.).

(5) After sending DD Form 369 to civil authorities, recruiters may enlist applicants provided they are eligible in all respects. Applicants requiring COMNAVCRUITCOM full kit waiver must have all PRCs returned prior to submission. Include the following entry, stating that

the applicant was enlisted without waiting for PRC response, in Section VI, Remarks of DD Form 1966:

“DD Form 369 mailed (Date) to the following agency or agencies: (List Agency or Agencies) Applicant shipped (Date) without waiting for response.” In such cases, the following actions are required:

(a) Proceed with processing for applicant’s shipment.

(b) DD Form 369 is returned to the NAVTALACQGRU from the police jurisdiction, place it in the applicant’s kit and discard the previously retained copy.

(6) If DD Form 369 is returned to the NAVTALACQGRU and does indicate involvement that was not reflected on DD Form 1966, the EPDS must send a copy of this adverse DD Form 369 to the Commanding Officer, Recruit Training Command (ATTN: legal officer). Mark the copy of DD Form 369 and the transmittal letter “Controlled Unclassified Information” (CUI) and specify that this information is to be used under applicable DoD and Navy policy regarding handling of adverse CHRI. Retain the original adverse DD Form 369 and a copy of the transmittal letter in the applicant’s residual file.

(7) Do not request police record checks of jurisdictions that require fingerprints in order to process the check. In such cases include the following in Section VI, Remarks of DD Form 1966:

“DD form 369 not sent to the following law enforcement agencies due to fingerprint requirement” (list agency or agencies).

(8) The NAVTALACQGRU must formally establish adequate follow-up procedures during enlistment processing to ensure that DD Form 369 are initiated, and proper DD Form entries made and the results reviewed and acted upon when required. Classifiers must make and sign an entry in section VI, remarks of DD Form 1966 when they determine that pre-enlistment police record checks are not required.

(9) The EPDS is responsible for tracking, and filing PRCs. This does not, however, preclude recruiters from hand delivering and receiving DD Form 369s to and from law enforcement agencies in the case of direct or near term shippers. In such cases, the recruiter must ensure results of the PRCs are brought to the EPDS’s attention and the completed DD Form 369s are placed in the applicant’s kit. Applicants and non-recruiting personnel are prohibited from hand-carrying or running the DD Form 369.

(10) If investigation reports for applicants listing out of town residences cannot be obtained directly from the civil authorities, request assistance from the Navy recruiting activity located in or near that city.

(11) All recruiting activities that originate out of town PRCs, are authorized to use law enforcement telecopy or teletype facilities where access is feasible and permitted in place of DD Form 369. The hard copy of the request and response message is acceptable for verification of completion of the record check.

c. Table 4.6 list instructions for completing the DD Form 369 Section I.

Table 4.6 Instructions for Completing DD Form 369 Section I

INSTRUCTIONS FOR COMPLETING DD FORM 369 SECTION I	
Item	Entry
1. Date of Request	Date sent.
2. Name of applicant	Full name-last (all caps), first and middle, maiden name if any, Jr., Sr., etc. and all alias names.
3. Sex	Check or "X" for male or female.
4. Place of Birth	Enter place of birth - city, county, and state.
5. Date of Birth	Enter date of birth.
6. Ethnic	As in Item 8 of DD Form 1966.
7. SSN	Enter verified Social Security Number.
8. Address in Addressee's Jurisdiction	Enter address where applicant lived while in the jurisdiction listed in the "Mail to" block (bottom left). Enter number and street, city, state, and ZIP Code. Continue <i>Item 8</i> on the reverse, if space is insufficient. If applicant never lived within the jurisdiction in "Mail to" block, enter "none."
9. Dates at this address	Enter the date applicant resided at the address in table 4.9 Item 8 - from and to. Item 8 may be continued on the reverse.
10. Person making request.	Type in originator's name, rate, and service. Originator is normally the recruiter, but may be the Enlisted Processing Division Supervisor, MEP's Liaison Petty Officer or Waiver Petty Officer, for the special cases in 4.5.4d, or when time constraints (such as imminent ship date or distant recruiter) preclude assignment of the task to the recruiter. This is usually for police record checks in connection with a program requirement not previously known to the recruiter, police record checks required as the result of an additional disclosure, or police record checks required as result of early DEP OUT.

(a) Section II. Have applicant read Privacy Act and consent statement and sign in the signature block. Any applicant who refuses to sign this consent statement must be rejected.

(b) Section III. The police or juvenile agency completes blocks 12 through 15.

(c) Mail to Block. Fill in name and address of law enforcement agency to which the form will be sent. Stamp or type the NAVTALACQGRU or station address on the reverse. Include a NAVTALACQGRU or station self-addressed envelope with DD Form 369 for return of form.

Note: Recruiters and EDPSs are permitted to continue processing applicants without PRCs after reasonable steps have been taken to obtain the criminal history record information. Duly record steps taken and responses from local government officials in the applicants' records with supporting documentation so the chain-of-command can take action, as appropriate. "Please note that historical MEPS fingerprint records indicates approximately 4% of Navy Applicants are identified as having unreported legal infractions that affect military accessions, which suggest allowing processing to continue is low risk.

040207. DD Form 370 Request for Reference

a. Use of Form. This form is used to obtain additional information about an applicant to use in determining the applicant's suitability for enlistment for Active duty or determining an applicant's suitability for accession for the Navy Reserve. DD Form 370 is used as a reference for enlistment waivers requiring COMNAVCRUITCOM approval. DD Form 370 may not be given to the applicant to complete under any conditions. The recruiter or appropriate recruiting personnel are solely responsible for this document. DD Form 370 may either be given directly to the recruiter or recruiting personnel or mailed directly to the institution with a return envelope to recruiting personnel enclosed.

b. References

(1) Employer. Employer references are required for all applicants for whom an enlistment waiver pre-enlistment kit is submitted to COMNAVCRUITCOM for enlistment approval. The commanding officer may request employer references by either DD Form 370 or by using the telephonic procedures. The CO determines which procedure to use.

(2) Personal. Personal references are only utilized for COMNAVCRUITCOM waivers. School officials and church pastors are examples of personal references. References from relatives will not be accepted.

(3) Preparation. Prepare references in original only. Photocopies of references may be included in pre-enlistment kits forwarded to COMNAVCRUITCOM.

(4) Filing. Keep all references in the applicant's residual file.

c. Confidentiality. Recruiters must understand that the information provided on DD Form 370 by the reference source is strictly confidential information that is used to make a subjective judgment as to the applicant's desirability. Because of its confidential nature, at no time may recruiters divulge either the source of or the nature of the information provided on DD Form 370 to the applicant or to any others even if specifically requested. Any divulging of information on DD Form 370 subjects the individual making the disclosure personally and criminally liable (e.g., subject to fine or imprisonment). This is especially important in cases where the applicant has been rejected.

d. Requesting Employer References. When required, submit employer references as outlined in subparagraphs 040207d(1) and 040207d(2).

(1) Prior Service (PS). When required, employer references will be requested from each employer listed on the SF 86 the applicant has worked for the last three years. If the number of employers is greater than three during this period, only the most recent three employer references may be requested.

(2) To assist in making an enlistment eligibility determination for PS processing for DPEP, include subparagraphs 040207d(2)(a) through 040207d(2)(c) in the remarks section.

(a) “Is the applicant a full-time employee? Yes or no (Circle one). If no, how many hours per week does he or she work for you? _____

(b) “Has the applicant had supervisory experience? Yes or no (Circle one). If yes, how many years of experience? _____ How many people supervised? _____

(c) “Please indicate your telephone number for use if additional information is needed concerning the applicant.” _____

e. Request School References. A school reference is required when the applicant has no employment during the three years preceding application for enlistment. A school reference, however, is not required if the applicant has never been employed, is an HSDG and has not attended school for more than three years since graduation from high school.

f. Privacy Act Sensitive. Criminal history information received under Title 10 U. S. C. 520a and references obtained from employers or school officials are confidential, and a person who has had access to any information received will not disclose such information except to facilitate military recruiting.

g. Instructions for Completing DD Form 370

(1) Section I: The name and address of the recruiting office and recruiting representative information.

(2) Section II: Applicant identification data. Self-explanatory.

(3) Section III: Block 9 – 17. To be filled out by person referring applicant. Self-explanatory.

(4) Block 18. Narrative evaluation of the applicant Self-explanatory.

(5) Block 19. Person completing Section III information.

Note: All DD 370s will have the signer's area code and telephone number annotated. If an applicant had at any time been under the supervision of a probation or parole office, a reference from this individual is mandatory.

040208. DD Form 372 Request for Verification of Birth

a. Use of Form

(1) Under DoD policy, the military services must verify documentary proof of U. S. citizenship before granting security clearances. This requirement is considered satisfied when an enlisted member has submitted documentary proof of citizenship during the enlistment process and his/her service record contains a Record of Military Processing - Armed Forces of the United States (DD Form 1966) with a verification recorded in Item 30.

(2) The same documentation required to prove U. S. citizenship for U. S. passport applicants is acceptable for clearance purposes. Since the Office of Personnel Management (OPM) is no longer required to check the Bureau of Vital Statistics for native-born U. S. citizen verification in connection with security clearance investigations, total reliance has been placed on recruiting personnel to provide the necessary verification. Birth verification documents are distributed to the DEP service record or enlisted service record and residual file per section 1 of this chapter.

(3) The DD Form 372 may not be used for verification of birth of dependents. DEERS will not accept a DD Form 372 to enroll family dependents.

b. Verification Procedures

(1) When a Certificate of Citizenship, Certificate of Naturalization, immigration papers or passports are used to verify name, age or citizenship under Item 30, use of a DD Form 372 is not required. Upload a certified copy of pertinent document into the PRIDE Mod II record.

(2) Primary evidence for birth documentation includes: vital statistics issued original birth certificate, certified copy of the original report of birth, certificate of birth registration, a notice of birth verification, certificate in the form of a transcript or abstract from the birth record, computer produced birth verification card or hospital issued birth certificate. To be acceptable, each document must contain all the essential elements specified in chapter 2 of this instruction. Do not accept documents bearing erasures or alterations.

(3) If one of the foregoing documents cannot be produced, DD Form 372 can be used to obtain one of the foregoing documents by completing the form under the instructions contained on the form and forwarding it to one of the agencies listed in subparagraphs 040208b(1)(a) through 040208b(3)(c).

(a) State bureau of vital statistics or state health department,

(b) County department of public health, county clerk's office, or county registrar's office,

(4) For persons born in the Panama Canal Zone, the Panamanian birth certificate must be verified with the Panama Canal Commission using a specially modified DD Form 372. Applicants will not be enlisted until the Panama Canal Commission returns DD Form 372 indicating that either the applicant's natural mother or father was a U. S. citizen at the time of the applicant's birth.

(a) Address this DD Form 372 to:

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

(b) Complete section I.

(c) Type the information listed in subparagraphs 040208b(4)(c)1 through 040208b(4)(c)3 in Section II:

1. Citizenship of child (section I, 1) at the time of birth.
2. Citizenship of child's father at time of child's birth.
3. Citizenship of child's mother at time of child's birth.

Note: Applicants born in the Canal Zone and, in some cases, New Cristobal (Colon, Republic of Panama), are U. S. citizens only if either the natural mother or father was a U. S. citizen at the time of the applicant's birth. Applicants who claim U. S. citizenship who were born in the Republic of Panama of U. S. citizen parent(s) must have citizenship verified in the same manner as any other applicant born abroad of U. S. citizen parent(s). Applicants unable to produce the items listed in subparagraphs 040208b(1) through 040208b(4) or other documentation of immigrant alien status or U. S. citizenship by naturalization may not enlist.

(5) For persons born overseas of American parents who do not have a copy of Report of Birth Abroad of a citizen of the United States (Form FS-240), birth certificates or birth verification can be obtained with DD Form 372. A standard Privacy Act information release statement must be signed and dated by the applicant and included with DD Form 372. Enter as much data on DD Form 372 as known. For example:

- (a) Place of birth (city, country).
- (b) Full names of both parents.

- (c) Dates and places of parents' birth.
- (d) Branch of service parent(s) served in (if applicable).
- (e) Passport numbers (if known).

Note 1: Include a self-addressed return envelope. Average processing time is two-four weeks. Mail to:

Office of Technology Development
Passport Services
U. S. Department of State
1111 Nineteenth Street, NW, Suite 510
Washington, DC 20522-1705

Note 2: If the parents did not register the overseas birth with a U. S. consular officer, a record of the birth will not be available at the Department of State. In this event, the guidance in chapter 2, section 3 must be followed.

(6) DD Form 372 is not to be used to obtain birth record information from hospitals or the USCIS.

(7) DD Form 372 may be used for DEP purposes only when an appropriate government vital statistics agency has verified the required information. Enter this information in section VI, remarks of DD Form 1966. Shipping is prohibited until the birth certificate or other primary birth verification document is received.

(8) DD Form 372 may be used for DEP purposes without a file date in situations where the vital statistics agency returns DD Form 372 without a file date, provided the applicant's state of birth is shown to be the same as the location of the vital statistics agency.

Note: There are cases involving adoption and immigrant birth records, constructed years after the reported birth date, where the place of birth is different than the state, which has the birth record on file. Such cases must adhere to the file date criteria.

c. Secondary Evidence. If these agencies state that no birth record exists, a combination of secondary evidence may be used to verify the applicant's date and place of birth. Secondary evidence may be a baptismal certificate, a certificate of circumcision, a hospital record, and separation documents of prior service personnel, affidavits of persons having personal knowledge of the facts of birth, primary school records, family bible entries, early census, newspaper files, or insurance papers. Forward these documents to NAVCRUITCOM N35 to determine eligibility. Upon verification, NAVCRUITCOM N35 prepares a DD Form 372 and indicates in Section II how the verification was made in the "verified by" block. DD Form 372 will then be faxed back to the originator.

d. DD Form 372 may be used to ship an individual only in cases where primary birth verification documents don't exist and secondary evidence must be relied upon. Shipping with a DD Form 372 is not authorized when primary documents exist regardless of any delay in obtaining the documentation.

040209. DD Form 1966 Record of Military Processing Armed Forces of the United States

a. Use of Form. DD Form 1966 standardizes the information collected and the manner in which it is recorded among the services. DD Form 1966 is the basic source document for collecting and documenting of information required to decide enlistment and program eligibility at each stage of the enlistment process (recruiter, classifier, waiver interview, MLPO, etc.). The form is prepared with an accompanying Personnel Security Investigation (Standard Form 86).

Note: The only authorized 1966/1 that will be forwarded in a Future Sailor's kit for accession processing will be the 1966/1 printed from PRIDE Mod II.

b. Distribution. The DD Form 1966 is distributed at the time of enlistment as indicated in subparagraphs 040209b(1) and 040209b(2).

(1) Upon enlistment USN or upon commencement of active duty or active duty for training (ACDU or ADT) USNR:

- (a) Original to PERS 312C
- (b) 1st Copy - File in enlistee's service record.
- (c) 2nd Copy - Retain in NAVTALACQGRU residual file.
- (d) 3rd Copy - Deliver to enlistee.

(2) Upon enlistment USN Delayed Entry Program (DEP) or other USNR programs with delay in active duty (ACDU) or IADT place all copies (except 3rd copy) of DD Form 1966 printout in the enlisted service record and retain until date of USN enlistment or start of active duty or ACDU/IADT. Deliver 3rd copy to enlistee.

c. Procedures for Completing DD Form 1966

(1) The recruiter completes items a thru d, 1-15, 17d-17e, 18k, 20-31 and 35-41. Navy processing personnel completes items 16-19, 32-34, and section VI.

(2) DD Form 1966 must be typed or printed using black ink ballpoint pens. Pen and ink corrections are not allowed in any item on this form. All changes made to Items 2-17 and 22-32a after DEP-in must be made in section V (see section V).

(3) All applicants must read the Privacy Act statement on the reverse of DD Form 1966/1 (Page 1) prior to completing the form.

(4) If any answers are “none” or “not applicable” place “none” or “NA” in the block.

(5) Unless otherwise specified, write all dates as eight digits (with no spaces or marks) in YYYYMMDD format.

Example: October 10, 2003 is written 20031010.

d. Instructions for Completing Sections I through V

(1) Section A-D

(2) Item A. Service Processing For. Enter “Navy.” Enter the three-digit code that the applicant is processing for:

(a) Regular = “DNR”

(b) Reserve = “DNR”

(3) Item B. Prior service. Enter “X” in the “yes” block if the applicant has prior active service. Enter “X” in the “no” block if the applicant has no prior active service. Enter the total number of consecutive days spent on active duty in the “number of days” section. If over 365, enter “>365”.

(4) Item C. Selective Service classification. Enter the applicant’s Selective Service classification. If the applicant has never registered with Selective Service, enter “N/A”.

(5) Item D. Selective Service registration number. Enter full selective service registration number as indicated in subparagraphs 040209d(1)(d)1 through 040209d(1)(d)3.

(a) Enter “N/A” for females, they are not required to register.

(b) If the applicant is not registered, they will be automatically registered upon completing DD Form 4 and accessing into military service, for these members enter “N/A”.

(c) If applicant is registered but does not have his number, (information) it can be retrieved from the Selective Service web site: <http://www.sss.gov/> or by phone at COM (847) 688-6888 or DSN 792-6888.

e. Section 1 - Personal Data

(1) Item 1. Social Security number. Enter the number in the appropriate blocks. Applicants will not be processed for enlistment without a Full Social Security Number.

(2) Item 2. Name. Enter the complete legal name: full last name (for Spanish-speaking applicants who follow Spanish tradition, enter the father’s family name followed by the mother’s family name), full first name, full middle name or names (include maiden name, if any), and any suffixes such as Jr., Sr., III, etc. For married women, enter the name as shown in the example below. If the applicant’s name has changed from that shown on their birth certificate through court action, record the original name in Section VI, the Remarks. Navy Applicants for both AC and RC are not authorized to enlist using a preferred enlistment name.

Notes 1: Immigrant aliens name must match their USCIS approved documents.

Notes 2: U. S. citizens name must match the name listed on their Social Security Card.

Examples:

Name	Record as
John Robert Smith, Jr.	Smith, John Robert Jr
Mary Lou (Brown) Jones	Jones, Mary Lou (Brown)
Juan Carlos Gomez-Sanchez	Gomezsanchez, Juan Carlos
I. M. Good	Good, I. M.
George NMN Thoroughgood	Thoroughgood, George

(3) Item 3. Current address. Enter the applicant’s full address, including street, city, county, state, country, and zip code at time of application. P.O. boxes are not authorized.

Note: Enter the village, island, state, and country for RMI, FSM, or ROP.

(4) Item 4. Home of record address. Enter the street, city, county, state, country, and zip code of the address declared by the applicant to be their permanent home or actual home at the time of enlistment. P.O. boxes are not authorized. Do not enter a temporary address. If the home of record is the same as the current address, as shown in item 3, enter “same as item 3.”

Note: Enter the village, island, state, and country for RMI, FSM, or ROP.

(5) Item 5. Citizenship

(a) U. S. at birth. Enter “X” if the applicant is a citizen of the United States by birth. If this block is marked, blocks (1) (native born) or (2) (born abroad of U.S. parent(s)) must also be marked.

(b) U. S. Naturalized. Enter “X” if the applicant is a naturalized citizen.

(c) U. S. Non-citizen National. Enter “X” if the applicant is not a citizen of the U. S. but owes principal allegiance to the United States.

Example: The applicant was born in American Samoa or Swains Island.

(d) Immigrant Alien (Specify). Enter “X” if the applicant is an immigrant alien and specify the applicant’s country of citizenship.

EXAMPLE: “The applicant is a permanent legal resident (Green Card/Form I-551)

(e) Non-Immigrant Foreign National (Specify). Enter “X” if the applicant is a non-immigrant foreign national that is allowed to enlist. For applicants from RMI, FSM, or ROP, enter “Freely Associated States” for the specification.

(f) Alien registration number. Legibly enter the applicant’s USCIS issued alien registration number if applicable.

(6) Item 6. Sex. Enter “X” in the appropriate block.

(7) Item 7a Racial Category. Enter “X” in the appropriate block(s). The only acceptable methods recruiting personnel may utilize to request the data is by presenting the categories in one of two ways: Either “mark one or more” or “Select one or more.” Applicants may select one, some combination, or all of Items 7(a)(1) through 7(a)(5).

(8) Item 7b Ethnic category. Enter “X” in the appropriate block. Applicants may select only one; however, the only acceptable methods recruiting personnel may use to request the data is by presenting the categories in one of two ways: either “mark one” or “select one.”

(9) Item 8. Marital status. Select from the following list:

Single	Married
Annulled	* Common Law
Divorced	* Interlocutory
Widowed	* Legally Separated
* Requires NAVCRUITCOM (00J) review of document(s) prior to enlistment.	

(10) Item 9. Number of dependents. Enter the number of people who are either totally or partially dependent on the applicant for support (e.g. 0, 1, 2, 3, etc.). Refer to chapter 2, section 6, for [dependency determination](#).

Note: Applicants’ eligibility for allowance with dependents is determined after enlistment. Indicating dependents in this block does not necessarily qualify them for financial assistance or allowance and imposes no liability on the armed forces for their support.

(11) Item 10. Date of birth: Enter the date as eight digits in YYYYMMDD format.

Example: If the applicant was born on May 9, 1983, enter “19830509.”

(12) Item 11. Religious preference. Refer to Table 4.7 List of Religious Preferences. If religious preference is on the list, enter it as shown. If religious preference is not on the list, enter the complete formal name of the applicant’s religious preference.

Note: Do not leave blank.

Table 4.7 List of Religious Preference

LIST OF RELIGIOUS PREFERENCE	
Advent Christian Church	Churches of Christ in Christian Union
Adventist Churches	Churches of God, General Conference
African Methodist Episcopal Church	Churches of the New Jerusalem
African Methodist Episcopal Zion Church	Congregational Churches
Agnostic	Cumberland Presbyterian Church
American Baptist Churches in the U.S.A.	Eastern Orthodox Churches
American Baptist Conference	Eastern religions
Anglican Catholic Church	Episcopal Church
Advent Christian Church	Episcopal Churches
Adventist Churches	European-Free Churches
Asbury Bible Churches	Evangelical Churches
Assemblies of God	Churches of Christ in Christian Union
Associated Gospel Churches	Evangelical Covenant Church
Atheist	Evangelical Free Church of America
Baha’i Faith	Evangelical Lutheran Church in America
Baptist Churches	First Church of Christ, Scientist (Christian Science)
Bible Protestant Church	Free Methodist Church of North America
Brethren Churches	Free Will Baptists Churches
Buddhism	Friends (Quakers)
Catholic Churches	Full Gospel
Christian and Missionary Alliance	Fundamental Churches
Christian Church (Disciples of Christ)	General Association of General Baptists
Christian Church and Churches of Christ	General Association of Regular Baptist Churches
Christian Methodist Episcopal Church	Hinduism
Christian Reformed Church in North America	Holiness Churches
Christian, No denominational preference	Iglesia Ni Cristo
Church of Christ	Independent Churches Affiliated
Church of God (Anderson, IN)	Independent Fundamental Bible Churches
Church of God (Cleveland, TN)	Independent Fundamental Churches of America
Church of God in Christ	International Church of the Foursquare Gospel
Church of God of Prophecy	Islam
Church of Jesus Christ of Latter Day Saints (Mormon)	Jehovah’s Witnesses

Table 4.7 List of Religious Preference Continued

Church of the Nazarene	Judaism (Jewish)
Lutheran Church-Missouri Synod	Protestant, other Churches
Lutheran Churches	Reformed and Presbyterian Churches
Magic and Spiritualist	Reformed Church in America
Methodist Churches	Reformed Episcopal Church
Moravian Churches	Reorganized Church of Latter Day Saints
National Baptist Convention of America	Restorationist Churches
National Baptist Convention, U.S.A., Inc.	Roman Catholic Church
Native American	Salvation Army
New Age Churches	Schwenkfelder Churches
No Religious Preference	Seventh-Day Adventists
Open Bible Standard Churches, Inc.	Southern Baptist Convention
Orthodox Churches	Tioga River Christian Conference
Pentecostal Church of God	Unclassified religions
Pentecostal Churches	Unitarian Universalist
Pentecostal Holiness Church, International	United Church of Christ
Plymouth Brethren	United Methodist Church
Presbyterian Church (U.S.A.)	United Pentecostal Church, International
Presbyterian Church in America	Wesleyan Church
Progressive National Baptist Convention, Inc.	Wicca (witchcraft)
Protestant-No Denominational Preference	Unknown

(13) Item 12. Education. Table 4-8 is a list to verify education. For determining highest grade of formal education completed and complete education definition refer to [chapter 2, section 5](#).

Table 4.8 Verification of Education

VERIFICATION OF EDUCATION		
Verified Education is:	Code	Status
Less than high school diploma and no credential (AFQT \geq 50)	1	NHSDG
Other Non-Traditional High School Credential (AFQT \geq 31)	5	HSDG
Virtual or Distance School Diploma (AFQT \geq 31) A diploma awarded upon completion of an accredited Home Study, Distance Learning, Independent Study, Self-Study, Correspondence School, Cyber School or Virtual Learning Program.	7	HSDG
Completed one semester of college or Job Corps (AFQT \geq 31) Completed at least 15 semester or 22 quarter hours of college-level credit or 675 clock hours from an accredited traditional or online post-secondary institution. A Job Corps graduate with a GED or high school diploma and a Job Corps certificate of completion from a vocational or technical program consisting of at least 675 clock-hour credits of vocational or technical education.	8	HSDG

Table 4.8 Verification of Education (Continued)

Verified Education is:	Code	Status
<p>Adult or Alternative Diploma (AFQT \geq 31) A diploma issued to a graduate of a public or private non-traditional school using alternative methods of instruction to complete graduation credit requirements based on state law (i.e.; all alternative, accelerated, or high school completion programs to include the GED Test Option).</p>	B	HSDG
<p>Occupational Program certificate (AFQT \geq 50) A certificate or diploma awarded for attending a non-correspondence vocational, technical, or proprietary school for at least six months. An individual so coded must also have completed 11 years of regular day school. This is considered an alternate high school credential.</p>	C	HSG
<p>Associate Degree (AFQT \geq 31) An associate degree from an accredited traditional or online post-secondary institution.</p>	D	HSDG
<p>Test-Based Equivalency Certificate or Diploma (AFQT \geq 50) A diploma or certificate of General Education Development (GED) or other test-based credential obtained solely by testing.</p>	E	HSG
<p>Failure of State Competency Exit Exam (AFQT \geq 31) A diploma issued to an individual who met all requirements for graduation, but failed mandated exit exams.</p>	F	HSDG
<p>Professional nursing diploma (AFQT \geq 31) A diploma from an accredited 3-year hospital school of nursing program.</p>	G	HSDG
<p>Home school diploma (AFQT \geq 31) A diploma issued to a graduate of a home school program per State requirements, administered by a parent, teacher/school district, or umbrella association.</p>	H	HSDG
<p>High School Certificate of Attendance, Completion or Special Education (AFQT \geq 50) An attendance-based high school certificate issued to students based on an Individualized Education Program (IEP) that involves community experiences, employment, training, daily living skills and post-school transition skills which differ from the traditional high school graduation requirements.</p>	J	HSG
<p>Baccalaureate Degree (AFQT \geq 31) A baccalaureate degree from an accredited traditional or online post-secondary institution.</p>	K	HSDG
<p>High school diploma (AFQT \geq 31) A diploma issued to an individual who has attended and completed a 12-year or grade day program of classroom instruction; the diploma must be issued from the school where the individual completed all the program requirements of the day program.</p>	L	HSDG

Table 4.8 Verification of Education (Continued)

Verified Education is:	Code	Status
Currently Enrolled, Other Than a High School Diploma (AFQT \geq 31) Applicants who are pursuing an accredited program that will yield High School Diploma Graduate (HSDG) status through a “B”, “7”, “H”, or “8” education program.	M	HSDG
Master’s Degree (AFQT \geq 31) A master’s degree from an accredited traditional or online post-secondary institution.	N	HSDG
Post Master’s Degree (AFQT \geq 31) A degree conferred from an accredited institution that is beyond the master’s level but below the doctorate level.	R	HSDG
High school senior (intended to graduate and is enlisting in the DEP) (AFQT \geq 31)	S	HSDG
Doctorate Degree (AFQT \geq 31) A doctorate degree from an accredited degree granting institution.	U	HSDG
First Professional Degree (AFQT \geq 31) A degree/certificate awarded upon completion of the academic requirements in selected professions: Dentistry (D.D.S. or D.M.D), Law (L.L.B. or J.D.), Medicine (M.D.), Theology (B.D.) and so forth.	W	HSDG
National Guard Youth Challenge Program participant with GED (AFQT \geq 50) A General Education Development (GED) Certificate or other test-based credential obtained by completing a 22-week National Guard Youth Challenge Program (NGYCP) and passing the General Education Development (GED) tests.	X	HSG

Note: Applicants with education codes “5” or “F” will be projected in PRIDE Mod II as such for statistical reporting purposes only. Education code “5” will automatically convert to code

“B” and education code “F” will automatically convert to code “L” at time of DEP-in for all accession reports and on DD Form 1966/1.

(14) Item 13. Proficient in foreign language. If the applicant is proficient in a foreign language (up to two languages), enter foreign language code the applicant is able to read, write, or speak (refer to the language chart provided later in this section).

(15) Item 14. Valid driver’s license. If the applicant holds a valid driver’s license, identify the state that issued the license, license number, and expiration date. If the applicant does not have a valid driver’s license, enter “X” in Block “No”.

(16) Item 15. Place of birth. Enter city, state, and country of the applicant’s birth.

f. Section II - Examination and entrance data processing codes.

(1) Item 16. Aptitude test results. Navy processing personnel enter these at the time the applicant enlists USN Delayed Entry Program (DEP) or USNR Delayed Entry in Training (DET).

(2) Item 17. DEP enlistment data. MLPO or other NAVTALACQGRU support personnel complete these at the time the applicant enlists USN DEP or USNR DET.

(3) Item 17a. Enter DEP or DET date of enlistment in eight digits (YYYYMMDD). Including Full Time Support (FTS) and New Accession Training (NAT).

(4) Item 17b. Enter projected active duty date in eight digits (YYYYMMDD) which is the date the applicant will go on active duty (ship to RTC) for all programs, including FTS and NAT.

(5) Item 17c. Enter the one digit code "3".

(6) Item 17d. Construct the recruiter ID as indicated in subparagraphs 040209f(6)(a) through 040209f(6)(d).

(a) 1st digit: Enter zero (0) in all cases.

(b) 2nd digit: Enter appropriate Navy recruiting region number (1 or 2).

(c) 3rd and 4th digits: Enter district code as shown in instructions for completing *Item 19*, Blocks 4 and 5.

(d) 5th - 9th digits: Enter five zeros (00000) in all cases.

Example: NAVTALACQGRU Dallas = 023100000

(7) Item 17e. Construct station identification as indicated in subparagraphs 040209f(7)(a) and 040209f(7)(b).

(a) 1st and 2nd digits: Enter district two digit code.

(b) 3rd, 4th and 5th digits: Enter appropriate Navy Recruiting Station number.

(8) Item 17f (also 18m). Enter the five-digit code that identifies the program in which enlistment is being made. All Navy enlisted accessions must have a five-digit code reported. The first digit indicates the type of enlistment. The four remaining digits indicate both the enlisted program and any particular guarantees authorized by the program.

Example: John Smith is enlisting DEP for MM Class “A” School in the School Guarantee Program (SGP).

(a) The 5-digit code for 17f would be USN DEP enlistment..... 1st digit = C

(b) 4-digit code for 4YO SGP is..... 2nd – 5th digits = 4**9

** Means to replace the two asterisks with the code for the Class “A” School being guaranteed. The code for MM Class “A” School is “MM”. So ** is replaced by “MM”.

(c) 5-digit code entered in 17f is ... C4MM9

Note 1: Provided this recruit does not change to another program, or to another Class “A” School guarantee while in DEP, the code entered in Item 18M when he or she returns out of DEP would be A4MM9. Note that the only digit that changed is the first. Changing the code “C” to “A” changes the category of enlistment from USN DEP for SGP (MM Class “A” School) to USN returning DEP for SGP (MM Class “A” School). Program changes or even specific guarantee changes within the same program can easily be recognized by comparing the code in 17f (when DEPped) to the code in 18k (when returning out of DEP and enlisting USN).

1 st digit	Category	Code
Upon enlistment as USN DEP		C
Upon enlistment USNR with delayed active duty		D
Upon enlistment USN and upon commencement of active duty as USNRA		

Note 2: The code “A” in the first digit can never be correctly reported in 17f because item 17 is only completed at the time of enlistment in a delayed active duty program and code “A” is used in Block 18M at the time of USN enlistment or start of active duty as USN. In addition, the code “C” or “D” in the first digit can never be correctly reported in Block 18M because Item 20 is completed upon enlistment USN or start of active duty and codes “C” and “D” are used at the time of enlistment in a delayed active duty program.

(d) 2nd, 3rd, 4th and 5th digits: Enter the four digit code for the program in which enlisting, or for USN DEP - the program scheduled to enlist in. All programs are listed in alphabetical order. Enter the appropriate code listed under Navy Veteran (NAVET) or Other Veteran (OSVET) for prior service personnel who have enough prior service to be classified as a NAVET or OSVET, rather than the code listed by a program.

Example: The correct program code for an OSVET enlisting in the Advanced Electronics Computer Field (AECF) Program would be ASGFC. The correct code for a non-prior service USN enlistment in the AEF Program would be AA999. Similar procedures would be used for NAVETs and OSVETs enlisting in Nuclear Field (NF) or Advanced Technical Field (ATF) Programs.

** = Enter the appropriate rating code in two characters from table 4.9 that identifies the rating or school for which the applicant was recruited.

Table 4.9 Program Enlisted Codes

Program Enlisted Codes		
Program	Code	Notes
New Accession Training (NAT) Program		
New Accession Training (NAT) "A" School	RB**	
New Accession Training (NAT) "A" School DPEP	RG**	
2YO, Naval Academy Prep School Candidate		
2YO, Naval Academy Prep School Candidate	NAPS	
Nuclear Field Program (6YO)		
NF, No Specific School, Non-Submarine Volunteer	G999	For prior service Nuclear Field Program use ***NF
NF, No Specific School, Submarine Volunteer	G99S	For prior service Nuclear Field Program (Submarine) use ***NS
NF, Specific School, Non-Submarine Volunteer	G**9	
NF, Specific School, Submarine Volunteer	G**S	
Advanced Electronics Field Program (6YO)		
AEF, No Specific School, Non-Submarine Volunteer (AECF)	A999	
AEF, Specific School, Non-Submarine Volunteer	A**9	
AEF, No Specific School, Submarine Volunteer	A99S	
AEF, Specific School, Submarine Volunteer	A**S	
Advanced Technical Field Program (6YO)		
ATF, Specific School, Non-Submarine Volunteer	B**9	
ATF, Specific School, Submarine Volunteer	B**S	
ATF, Aircrew Rescue Swimmer	5RS9	
Challenge Programs (SO, SB, EOD, ND, - (ATF))		
ATF, Aircrew Non-Rescue Swimmer	5WS9	
ATF, Aircrew Rescue Swimmer (FTS)	YRS9	
ATF, Aircrew Non-Rescue Swimmer (FTS)	YWS9	
Navy Diver Option	BND9	
Special Warfare Operator Option (SEAL)	BSO9	
Explosive Ordinance Disposal Option (EOD)	BED9	
Special Warfare Boat Operator Option (SWCC)	BSB9	
Music Program (4YO)		
Music Program	F999	For prior service Music Program applicants use ***MU
School Guarantee Program		
4YO SGP	4**9	
4YO SGP (Submarine Volunteer)	4**S	
5YO SGP	5**9	Use "DA" for HMDA
5YO SGP (Submarine Volunteer)	5**S	
Full Time Support (FTS) Enlistment Program (4-6YO)		
FTS School	Y**9	

Table 4.9 Program Enlisted Codes (Continued)

NAVET (other than DPEP) reenlisting under CONTINUOUS service		
NAVET, Not PRISE III	N999	Not PRISE R
NAVET, PRISE III	NG**	
NAVET (other than DPEP) reenlisting under BROKEN service		
NAVET, Not PRISE III	7999	Not PRISE R
NAVET, PRISE III	7G**	
OSVET (other than DPEP)		
OSVET, Enlisting in Paygrade E4 or Higher	OP99	
OSVET, Paygrade E3 or Below, No RTC, No "A" School	S999	
OSVET, Paygrade E3 or Below with RTC, No "A" School	8999	
OSVET, Paygrade E3 or Below, No RTC, With "A" School	SG**	
OSVET, Paygrade E3 or Below, With RTC and "A" School	8S**	
NAVET or OSVET DPEP		
NAVET, DPEP identified striker	Q999	
NAVET, DPEP ultimate paygrade E4 to E7	Q#**	
OSVET, DPEP identified striker	L999	
OSVET, DPEP ultimate paygrade E4 to E7	L#**	# = use code below
		# Paygrade = Code
		E4 4
		E5 5
		E6 6
		E7 7
Direct Procurement Enlistment (DPEP) excluding NAVETS/OSVETS		
DPEP, identified striker	C999	
DPEP, ultimate paygrade E4 to E7, No "A" School Required	C#**	# = use code below
		# Paygrade = Code
		E4 4
		E5 5
		E6 6
		E7 7

** = Table 4.10 identifies the professional apprenticeship career track for which the applicant was recruited.

Table 4.10 Professional Apprenticeship Career Track (Pact) Program

PROFESSIONAL APPRENTICESHIP CAREER TRACK (PACT) PROGRAM	
Three Year PACT Enlistments	Four Year PACT Enlistments
S-PACT (SN) K39U	S-PACT (SN) K49U
A-PACT (AN) K39A	A-PACT (AN) K49A
E-PACT (FN) K39F	E-PACT (FN) K49F

** = Enter the appropriate rating code in two characters from table 4.11 that identifies the rating or school for which the applicant was recruited.

Table 4.11 Rating Codes

RATING CODES													
ABE	A1	AW	AW	CTT	CT	GSM	G3	LS	LS	PR	PR	UT	UT
ABF	A3	AZ	AZ	DC	DC	HM	HM	LSS	L1	PS	PS	YN	YN
ABH	A2	BM	BM	EA	EA	HMBHT	BHT	MA	MA	QM	QM	YNS	Y1
AC	AC	BU	BU	EM	EM	HMDA	DA	MC	MC	RP	RP		
AD	AD	CE	CE	EN	EN	HMDH	DH	MM	MM	SB	SB		
AECF	FC	CM	CM	EO	EO	HMFH	H1	MMS	M1	SECF	SA		
AG	AG	CS	CS	EOD	ED	HT	HT	MN	MN	RS	RS		
AM	A6	CSS	M2	ET	ET	IC	IC	MR	MR	SO	SO		
AME	A7	CTI	CI	FC	F2	IS	IS	MT	MT	STG	SG		
AO	AO	CTM	C1	FT	FT	IT	IT	NC	NC	STS	ST		
AS	AS	CTN	CN	GM	GM	ITS	I2	ND	ND	SW	SW		
AV	AV	CTR	CR	GSE	G2	LN	LN	OS	OS	TM	TM		

(9) Item 17g. Enter enlistee's rate (e.g., AR, AN, SR, SN, FN, etc.). Do not enter program designator. Enter only the rate qualified for at the time of enlistment in DEP.

(10) Item 17h. DEP enlistment waiver codes. Record waiver codes for waivers granted to applicants during DEP processing. Enter "YYY" if no waiver is required. (Refer to waiver code table under Item 18f.)

(11) Item 17i. Enter paygrade in three-character code. Enter "E" for Enlisted with second and third characters for paygrade level as indicated in subparagraph 040209f(11).

E1 = E01 E4 = E04 E7 = E07
E2 = E02 E5 = E05 E8 = E08
E3 = E03 E6 = E06 E9 = E09

(12) Item 17j. List the DD Form 4 annexes applicable to the member's enlistment options (A, B, C, etc.).

(13) Item 17k (also 18d). Enter the member's military service obligation (MSO). This will be "0800" for all non-prior service applicants. For prior service members, enter the member's enlistment program service obligation or the member's remaining MSO, whichever is greater.

Note: For Reserve applicants: refer to MILPERMAN ART 1160-030 for proper reenlistment bonus requirements or contact CNRFC Code N11.

(14) Item 17l. Enter member's enlistment service obligation for the program in which enlisting. For non-prior service USN applicants and FTS applicants enter 0400. For NAT accessions, enter 0026. PRIDE Mod II will auto-fill for all non-prior service applicants for DEP enlistment. Information for all other applicants must be manually entered.

(15) Item 18. Accession Data. Navy processing personnel will complete this section five working days prior to member commencing USN or USNR. Navy processing personnel will submit the DD Form 1966/1 after completion to MEPS personnel for data entry and request a revised print out of the DD Form 1966/1.

(16) Item 18a. Date of enlistment in YYYYMMDD format. For USNR Programs (NAT and FTS) this date should be the same as enlistment date entered in Item 17a.

(17) Item 18b. Active Duty Service Date. Enter eight characters in YYYYMMDD format. For personnel with no prior active military service, enter the current ACDU enlistment date when enlisting USN or the date ACDU starts for applicants enlisting USNR (NAT and FTS). For NAVETs, OSVETs and applicants with prior service such as SAMs, National Guardsmen, and other service Reserve enlistments, the active duty service date (ADSD) is computed by subtracting from the current enlistment date all prior periods of active duty or IADT, plus adding, to that figure, periods of lost time. Periods of active duty for training are considered active military service. An example is an OSVET who enlisted 11 September 1987 and had three year's prior service and no lost time. If he returns to active duty on 11 September 2007, the Active Duty Service Date for this applicant is 11 September 2004 (subtract three years from 11 September 2007). PRIDE Mod II will auto-fill for all non-prior service applicants for DEP enlistment. Information for all other applicants must be manually entered.

(18) Item 18c. Pay Entry Base Date (PEBD) in YYYYMMDD format. If enlistee has no prior military service, this date is the same day that the applicant starts active duty. If enlistee has prior military service, a classifier with NEC 2612 or 9586 must compute the PEBD. It is absolutely imperative that this date be computed correctly to avoid both personnel and disbursing problems at the Transient Personnel Unit (TPU) and at the member's initial permanent duty station. In each case, the DoD Financial Management Regulation Volume 7A, Chapter 1 Art. 0101 (DoD FMR,) must be consulted. This publication is available online at <http://www.dfas.mil/>. By clicking on the "reference library" icon, then the "regulations guides" icon, and finally the "DoD FMR" icon you can search, view and print the detailed instructions for computing a PEBD. To determine PEBD examine the Certificate(s) of Release or Discharge from Active Duty (DD Form 214 copy 4), and other documentation provided by Reserve or National Guard unit and then consult the DoD FMR keeping the general rules listed in subparagraphs 040209f(18)(a) through 040209f(18)(e) for computation of a PEBD in mind.

(a) Creditable service includes active or inactive service in any of the following active and respective RCs: USN, USMC, USAF, USA, USCG, Air National Guard, and Army National Guard.

(b) DEP time does not count for computation after 31 December 1984.

(c) Remember to make sure lost time was made up by checking that the original enlisted active obligated service (EAOS) was adjusted for all periods of Lost Time.

(d) Start computation from most recent period of service and work backwards.

(e) Adjust PEBD forward for any periods of non-affiliated time.

Generic examples for computation of the PEBD for most of the NAVETs/OSVETs that return to active duty would be similar to the following scenarios:

Example 1: Member initially enlisted in DEP on 950815 incurring an eight year Military Service Obligation (MSO) and accessed to active duty on 950910. Member was released in inactive duty (USNR Individual Ready Reserve) on 990909 completing four years day-for-day active service. Member remains in the USNR IRR until 001003 and then re-enlists on active duty 001004 to transfer to TPU for further transfer to initial duty station. In this case the member's PEBD would remain 950910 and would not have to be adjusted. Because of the eight year MSO he was always affiliated with creditable service.

Example 2: Member initially enlisted in DEP on 900710 and accessed to active duty on 900804. Member was released to inactive duty (USNR IRR) on 940803 completing four years day-for-day active service. Member remains in the USNR IRR until completion of his eight year MSO on 980709. Member re-enlists on active duty 000915 to transfer to TPU for further transfer to initial permanent duty station. In this case the member's PEBD would have to be adjusted forward to 921010 to reflect the period of time that he was not affiliated with the military and thereby cannot be creditable for computation of a PEBD. The computation would look like this:

	<u>YR</u>	<u>MO</u>	<u>DAY</u>
Day Prior to Re-enlistment:	00	09	14
Last Day of Creditable Service: (-)	<u>98</u>	<u>07</u>	<u>09</u>
Time in Non-Creditable Status:	02	02	06
Original PEBD:	90	08	04
Non-Creditable Time: (+)	<u>02</u>	<u>02</u>	<u>06</u>
Adjusted PEBD:	92	10	10

Remember that each case must be evaluated on its own merits and all personnel holding the NEC (2612 or 9586) computing PEBDs must review the DoD FMR article for specific instructions regarding which periods of service are creditable and for how to compute PEBD.

(19) Item 18d. Enter the same data used in item 17k.

(20) Item 18e. Enter the years of obligation in which enlisting. For example: 04000000 for all active duty programs (to include full time support programs). Do not count extensions. For NAT enlistees enter 06000000. Enter 02000000 for PRISE III applicants and enter 03000000 thru 06000000 for all NAVET/OSVET applicants.

(21) Item 18f. (Accession Waiver Codes) Record all waivers granted for the applicant (include all waivers listed in 17h plus any additional waivers granted in DEP. Enter the three-character waiver code(s) by selecting the appropriate code listed in table 4.12.

Table 4.12 DD Form 1966 Waiver Code Table

DD Form 1966 WAIVER CODE TABLE			
1966 CODE	PRIDE MOD II CODE	DEFINITION	NOTES
YYY	YYY	No waiver required	
BAB	BAB	Dependency of a military spouse waiver granted by NAVCRUITCOM	
BAE	BAE	Dependency of a military spouse waiver granted by NAVTALACQGRU	
BBB	BBB	Dependency waiver due to number of dependents granted by NAVCRUITCOM	
BBE	BBE	Dependency waiver due to number of dependents granted by NAVTALACQGRU	
CYB	CYB	Mental qualification (ASVAB AFQT) waiver granted by NAVCRUITCOM	
DAA	DAB DAE	Law violations of adjudicated traffic offenses waiver granted	DAB=waived by NAVCRUITCOM DAE=waived by District
DCA	DMB DME	Law violations of one misconduct offense and four or more non-traffic offenses that were adversely adjudicated waiver granted	DMB=waived by NAVCRUITCOM DME=waived by District
DCB	DNB DNE	Law violations of five or more adversely adjudicated non-traffic offenses waiver granted	DNB=waived by NAVCRUITCOM DNE=waived by District
DDA	DGB DGE	Law violations of two or more misconduct offenses where the adverse adjudication was a finding of guilty and the charge was not reduced resulting in a misconduct waiver being granted	DGB=waived by NAVCRUITCOM DGE=waived by District

Table 4.12 Waiver Code Table (Continued)

1966 CODE	PRIDE MOD II CODE	DEFINITION	NOTES
DDB	DOB DOE	Law violations of two or more misconduct offenses where the adverse adjudication resulted in the charges being dropped, dismissed, expunged, reduced or some other diversion program where conditions were placed on the violator resulting in a misconduct waiver being granted	DOB=waived by NAVCRUITCOM DOE=waived by District
DEA	DEA	Law violations of major misconduct offenses where the adverse adjudication was a finding of guilty and the charge was not reduced resulting in an adult major misconduct waiver being granted	
DEB	DEB	Law violations of major misconduct where adverse adjudication resulted in the charges being dropped, dismissed, expunged, reduced, or some other diversion program where conditions were placed on the violator resulting in an adult major misconduct waiver being granted	
DFA	DFA	Law violations of major misconduct offenses where the adverse adjudication was a finding of guilty and the charge was not reduced resulting in a juvenile major misconduct waiver being granted	
DFB	DFB	Law violations of major misconduct where adverse adjudication resulted in the charges being dropped, dismissed, expunged, reduced, or some other diversion program where conditions were placed on the violator resulting in a juvenile major misconduct waiver being granted	
EAB	EAB	RE-Code waiver granted by NAVCRUITCOM	
EBB	EBB	Paygrade waiver granted by NAVCRUITCOM	
EBE	EBE	Paygrade waiver granted by District	
ECB	ECB	Lost time waiver granted by NAVCRUITCOM	
ECE	ECE	Lost time waiver granted by District	
EDB	EDB	Prior service EPTS physical disability waived by NAVCRUITCOM	
EEB	EEB	Prior service skill requirement waived by NAVCRUITCOM	
EEE	EEE	Prior service skill requirement waived by NAVTALACQGRU	

Table 4.12 Waiver Code Table (Continued)

1966 CODE	PRIDE MOD II CODE	DEFINITION	NOTES
FAB	FAB	Alcohol abuse waived by NAVCRUITCOM	
FAE	FAE	Alcohol abuse waived by District	
FBB	FBB	Marijuana abuse waived by NAVCRUITCOM	
FBE	FBE	Marijuana abuse waived by District	
FCB	FCB	Other drug abuse waived by NAVCRUITCOM	
FCE	FCE	Other drug abuse waived by District	
FDA	FDA	Positive DAT waived by CNP	
HAB	HAB	Prior service height waiver granted by NAVCRUITCOM	
HCB	HCB	Medical or physical standard waiver granted by NAVCRUITCOM	

Note: PRIDE Mod II requires a single specific law violation offense to be entered for traffic (100) and other non-traffic (200) offenses. For 100 and 200 series offenses only list the most severe law violation based on severity level of adjudication as indicated below. An adjudication indicator is not required for 100 and 200 series offenses.

(a) Severity level precedence is determined by the total sum of fees, fines, restitution and court cost paid as a result of adjudication, and the value assigned to the length of civil confinement and community service imposed.

(b) Monetary value assigned to civil confinement is equal to \$200 for each day served. For example, three days civil confinement has a monetary value of \$600. Monetary value of community service is \$10 for each hour of community service imposed. For example 40 hours of community service has a monetary value of \$400.

(c) Formula: $a+b+c=x$,

a=total sum of fees, fines, restitution and court cost

b=monetary value of civil confinement

c=monetary value of community service

x=severity level value for determining law violation precedence

Example: Applicant has two non-traffic offenses, which are littering and vagrancy. Applicant received a fine of \$350, \$150 in court costs and 20 hours of community service for the littering charge. Applicant received a fine of \$100, \$250 in restitution, \$75 in court costs, and served two days in jail. The severity level value for each charge is \$700 for the littering charge and \$825 for the vagrancy charge. In this case the vagrancy charge, offense code 242, would be entered into PRIDE Mod II.

Note: Misconduct (300) and major misconduct (400) series offenses must include all offenses and an adjudication indicator for each offense, either guilty (g) or other adverse adjudication (a).

(22) Item 18g. Enter paygrade in three-character code. Enter “E” for Enlisted with second and third characters for paygrade level as indicated in subparagraph 040209f(22).

E1 = E01	E4 = E04	E7 = E07
E2 = E02	E5 = E05	E8 = E08
E3 = E03	E6 = E06	E9 = E09

Example: Individual enlists as MM3, enter E04.

(23) Item 18h. Date of grade. Refer to table 4.13. Enter time in rate (TIR) in YYYYMMDD format. To determine TIR, read carefully the instructions below and consult Certificate of Release or Discharge from Active Duty (DD Form 214), Block 12h (effective date of paygrade). If documentation is not available on DD Form 214, consider the date of enlistment (reentry) to be the effective date of paygrade and then proceed as indicated in subparagraphs 040209f(23)(a) through 040209f(23)(e):

(a) TIR date for NAVETs who return to active duty in paygrade held on discharge or release from active duty.

(b) Adjust TIR to credit NAVETs for any previous TIR accumulated while on active duty in the paygrade from which originally separated.

(c) Compute TIR and adjust day for day, in the same manner as Active Duty Service Date (ADSD) as outlined below. Recomputed TIR applies to all advancement cycles after 1 October 1989.

Example:

Member advanced to E5 on: 16 Sep 86
TIR date of: 01 Jul 86
Member released from ACDU: 14 Oct 87
Member returned to ACDU: 17 Aug 89
Effective date of rate: 17 Aug 89

New time in rate computed as:

89 08 17: Current entry to ACDU
Subtract 87 10 15: Day following release from ACDU
01 10 02: Total break in active service (1 yr, 10 mos, 2 days)

01 10 02: Total break in active service
Add 86 07 01: Previous ACDU TIR date
88 05 03: Computed entry date

New Computed TIR Date: 88 01 01

TIR date for NAVETs who return to active duty in a lower paygrade than held on release from active duty: NAVETs who reenlist or return to active duty in a lower paygrade than held on release from active Navy duty, or in a paygrade lower than held in drilling reserve status, whether return to active duty was in USN or USNR status, are assigned a TIR date under chart A.

(d) TIR date for OSVETs. OSVETs entering into active Navy service are assigned a TIR date under Chart A. The only exceptions to this policy are for OSVETs who have been granted a waiver (in writing) from COMNAVCRUITCOM N32 to maintain their original TIR.

(e) TIR date for members who return from disability retired status.

1. Within six months of release from permanent disability retired list (PDRL) or temporary disability retired list (TDRL) in the same paygrade held on date of retirement, members are assigned a new effective date by adding the amount of time not served on active duty to the effective date held when released from active duty. This moves the effective date forward. Assign TIR date based on member's new effective date and the schedule.

2. For members who return to active duty after a period in excess of six months from the date on which member was notified of removal from disability retired status, irrespective of the paygrade in which member was authorized reentry into active duty, assign a TIR date per the schedule.

3. TIR date for members who are being discharged from the DEP or are reporting to active duty for the first time and have no prior naval service. Assign a TIR date per the schedule.

4. TIR date for members reporting to active duty from a Naval Reserve drilling status. Assign a new active duty TIR per the schedule.

Table 4.13 Chart A - TIR Dates

CHART A - TIR DATES		
Paygrade	Accession Date	Assign TIR Date
E1	Any period	Date of Enlistment/Reenlistment
E2-E3 (Initial Active Duty)	1-16 of the month	1 st day of the month
	17-31 of the month	1 st day of the following month
E4-E6	1 January – 30 June	1 January year of reentry
	1 July - 31 December	1 July year of reentry
E7	Any period	1 September year of reentry
E8-E9	Any period	1 July year of reentry

(24) Item 18i. Enter one digit code from table 4.14 to indicate the status of the enlistee.

Table 4.14 One Digit Code Status of the Enlistee

ONE DIGIT CODE STATUS OF THE ENLISTEE	
Explanation	Code
Enlistment or induction into the active force without delay status of reservists (other than USN DEP) ordered to active duty or enlisted for immediate active duty (Direct)	0
Enlistment in active force from an authorized delay program (Returning USN DEP)	1
Reservists ordered to active duty from a delay status (Returning USNR DET)	2

(25) Item 18j. Enter highest grade that will be completed prior to active duty (three-digit code).

(26) Item 18k. Enter the last nine digits of the recruiter’s DoD identification number (drop the leading “1”). This is the official block for recruiter credit. The recruiter of record should fill in this block when constructing the kit. Recruiter’s DoD identification number will be blackened out on the copy given to the applicant.

(27) Item 18l. Enter the station identification code in item 17e.

(28) Item 18m. Enter 5-digit program for enlisted code following the instructions given for completing block 17f. 1st digit must be an “A”.

(29) Item 18n. Enter enlistee’s rate (e.g., SR, AR, SN, etc.). Do not enter program designators.

(30) Item 18o. Leave blank

(31) Item 18p. Enter three-digit code to identify any Youth Program enlistee has affiliated with as indicated in Item 22b of the Record of Military Processing. If enlistee does not claim affiliation with a youth program, or the program is not included in table 4.15, enter “YY0” in item 18p.

(a) Digit 1 - Youth program: Enter the one digit code as applicable to indicate the youth program.

Table 4.15 Youth Programs

Youth Program	Code
JROTC 3 year program	A
JROTC 4 year program	B
ROTC 1 year program	C
ROTC 2 year program	D
ROTC 3 year program	E
ROTC 4 year program	F
CAP - Spatz Award	G
CAP - Earhart Award	H

Table 4.15 Youth Programs (Continue)

Youth Program	Code
CAP - Mitchell Award	J
Naval Recruit	K
Naval Sea Cadet Apprentice	L
Naval Sea Cadet Seaman	M
Other	X
Not Applicable	Y

(b) Digit 2 - Department or establishment component: enter the applicable one digit code listed in Table 4.16, which indicate the department sponsoring the youth program.

Table 4.16 Department or Establishment Component

Department	Code
Army	A
Air Force	F
Navy	N
Marine Corps	M
Coast Guard	P
Other	X
Not applicable	Y
Unknown	Z

(c). Digit 3 - Time in years: enter in one digit (0 through 9 as applicable) the number of years affiliated.

(32) Item 18q. Enter two digit enlistment type options from table 4.17. Note that the second digit will be “Y” for all Navy enlistees.

Table 4.17 Enlistment Type Options Codes

1 st digit - Enter the one digit code that most accurately describes the program option(s) that enlistee is enlisting for: Type Enlistment Option	Code
Advanced enlistment grade plus training or skill, unit or geographic location and Buddy Program	A
Advanced enlistment grade plus unit or geographic location and Buddy Program	B
Advanced enlistment grade plus unit or geographic location	C
Advanced enlistment grade	D
Advanced enlistment grade plus unit or geographic location and training or skill	E
Advanced enlistment grade plus training or skill guarantee	F
Advanced enlistment grade plus Buddy Program	G
Accelerated promotion plus unit or geographic location unit or geographic location and Buddy Program	H
Accelerated Program plus unit or geographic location and Buddy Program	J

Table 4.17 Enlistment Type Options Codes (Continued)

1st digit - Enter the one digit code that most accurately describes the program option(s) that enlistee is enlisting for: Type Enlistment Option	Code
Accelerated promotion plus unit or geographic location	K
Accelerated promotion	L
Accelerated promotion plus Buddy Program and training or skill guarantee	M
Accelerated promotion plus training or skill guarantee	N
Accelerated promotion plus Buddy Program	P
Training or skill guarantee plus unit or geographic location and Buddy Program	Q
Unit or geographic location plus Buddy Program	R
Unit or geographic location	S
Training or skill guarantee plus unit or geographic location	T
Training or skill guarantee plus Buddy Program	U
Buddy Program	V
Training or skill guarantee	W
Other	X
Not applicable (including Naval Academy Preparatory School).	Y

Note: 2nd digit - Enter “Y” for all Navy enlistees and reenlistees. Advanced paygrade resulting from referrals, college credits, etc.

(33) Item 18r. Leave blank.

(34) Item 18s. If enlistment options changed, enter the new DD Form 4 annexes being used (B, C, D, etc.). If no changes to the members contract since the original DEP in date then leave this block blank.

Note: Once an annex is assigned a letter designator, that letter designator cannot be used for any other annex created in cases where the member’s enlistment options are modified or changed.

(35) Item 18t. If the member’s enlistment option changed while in DEP, list the DD Form 4 annexes that were replaced.

(36) Item 18u. Enter the UIC of the activity to which the enlistee is transferred upon enlistment or reenlistment. See table 4.18.

Table 4.18 Activity UIC

UIC	Activity	Type of Enlistment
30646	RTC, Great Lakes, IL	All recruits
31176	Commander, NAVEDTRACEN, Newport, RI	NAPS Candidates
42125	STU RTC , Great Lakes, IL	NAVETS/OSVETS

Note: MEPS orders NAVETs, enlisting in the regular Navy (USN), and Drilling Navy Reservists to the TPU.

(37) Item 19. Service required data. The MLPO or other NAVTALACQGRU support personnel complete this item by entering appropriate codes for various items of additional information required for Navy accessions. Complete Item 19 at least five working days before the applicant starts USN or USNR.

(38) Item 19. Block 1: Number of enlistment - enter one digit code to indicate the number of enlistments in the Navy as indicated in subparagraph 040209f(38). PRIDE Mod II will auto-fill for all non-prior service applicants for DEP enlistment. Information for all other applicants must be manually entered.

- 1 - 1st enlistment (USN/USNR)
- 2 - 2nd enlistment (USN/USNR)
- 3 - 3rd enlistment (USN/USNR)
- 4 - 4th enlistment (USN/USNR), etc.

(39) Item 19. Blocks 2, 3, 4, 5, 6, 7: as indicated in subparagraphs 040209f(39)(a) through 040209f(39)(d).

(a) Item 19. Block 2: Navy Recruiting Region. PRIDE Mod II will auto-fill for all applicants.

<u>Region</u>	<u>Code</u>
Navy Recruiting Region East	1
Navy Recruiting Region West	2
Navy Recruiting Reserve Command	3

(b) Item 19. Block 3: Army Regional Recruiting Command (RRC). If your location is not listed, choose the closest location to your MEPS.

NERRC	Code
Albany, NY	1
Baltimore, MD	1
Boston, MA	1
Buffalo, NY	1
Harrisburg, PA	1
Newark, NJ	1
New York, NY	1
Philadelphia, PA	1
Pittsburgh, PA	1
Portland, ME	1
Providence, RI	1
Springfield, MA	1

SWRRC	Code
Albuquerque, NM	4
Dallas, TX	4
Denver, CO	4
Houston, TX	4
Jackson, MS	4
Kansas City, MO	4
Little Rock, AR	4
Memphis, TN	4
New Orleans, LA	4
Oklahoma City, OK	4
San Antonio, TX	4

SWRRC	Code
Atlanta, GA	3
Charlotte, NC	3
Columbia, SC	3
Indianapolis, IN	3
Jacksonville, FL	3
Louisville, KY	3

SERRC	Code
Miami, FL	3
Montgomery, AL	3
Nashville, TN	3
Richmond, VA	3
San Juan, PR	3

MWRRC	Code
Chicago, IL	5
Cincinnati, OH	5
Cleveland, OH	5
Columbus, OH	5
Des Moines, IA	5
Detroit, MI	5
Fargo, ND	5
Milwaukee, WI	5
Minneapolis, MN	5
Omaha, NE	5
St. Louis, MO	5

WRRC	Code
Anchorage, AK	6
Butte, MT	6
Fresno, CA	6
Honolulu, HI	6
Los Angeles, CA	6
Portland, OR	6

Phoenix, AZ	6
Salt Lake City, UT	6
San Diego, CA	6
San Francisco	6
Seattle, WA	6
Spokane, WA	6

(c) Item 19. Blocks 4 and 5: Enter the two-digit code from table 4.19 to indicate the NAVTALACQGRU through which the enlistment was processed. PRIDE Mod II will auto-fill for all applicants.

Table 4.19 Two Digit NAVTALACQGRU Codes

TWO DIGIT NAVTALACQGRU CODES			
NAVTALACQGRU	Code	NAVTALACQGRU	Code
New England	02	Phoenix, AZ	30
New York, NY	04	Dallas, TX	31
Jacksonville, FL	12	Houston, TX	32
Atlanta, GA	13	New Orleans, LA	34
Nashville, TN	14	Los Angeles, CA	36
Raleigh, NC	15	Portland, OR	37
Richmond, VA	16	San Francisco, CA	38
Ohio	18	Seattle, WA	39
Philadelphia, PA	19	San Diego, CA	40
Pittsburgh, PA	20	San Antonio, TX	46
Chicago, IL	21	St. Louis, MO	47
Michigan	22	Miami, FL	48
Denver, CO	25	Other Outside CONUS	99
Minneapolis, MN			

(d) Item 19. Blocks 6 and 7: Enter the two-digit code from table 4.20 to indicate the MEPS through which the enlistment was processed and reported. PRIDE Mod II will auto-fill for all applicants.

Table 4.20 Two Digit MEPS Code

TWO DIGIT MEPS CODES					
MEPS	Code	MEPS	Code	MEPS	Code
Eastern Sector		Tampa, FL	17	Raleigh, NC	31
Albany, NY	01	Atlanta, GA	20	Fort Lee, VA	32
Baltimore, MD	02	Beckley, WV	21	Jackson, MS	42
Boston, MA	03	Charlotte, NC	22	Memphis, TN	45
Buffalo, NY	04	Miami, FL	23	Lansing, MI	50
New York, NY	05	Ft. Jackson, SC	24	Chicago, IL	54
Harrisburg, PA	06	Jacksonville, FL	25	Cleveland, OH	56
Fort Dix, NJ	10	Knoxville, TN	26	Columbus, OH	57
Pittsburgh, PA	11	Louisville, KY	27	Detroit, MI	59
Portland, ME	12	Montgomery, AL	28	Indianapolis, IN	61
Springfield, MA	13	Nashville	29	Milwaukee, WI	62
Syracuse, NY	14	San Juan, PR	30		

Table 4.20 Two Digit MEPS Code (Continue)

MEPS	Code	MEPS	Code	MEPS	Code
Western Sector					
Albuquerque, NM	36	Shreveport, LA	49	Honolulu, HI	73
Amarillo, TX	37	Des Moines, IA	58	Los Angeles, CA	74
Dallas, TX	38	Fargo, ND	60	San Jose, CA	75
Denver, CO	39	Minneapolis, MN	63	Phoenix, AZ	76
El Paso, TX	40	Omaha, NE	64	Portland, OR	77
Houston, TX	41	Sioux Falls, SD	65	Salt Lake City, UT	78
Kansas City, MO	43	St. Louis, MO	66	Seattle, WA	79
Little Rock, AR	44	San Diego, CA	67	Spokane, WA	80
New Orleans, LA	46	Boise, ID	70	Anchorage, AK	81
Oklahoma City, OK	47	Butte, MT	71	Las Vegas	84
San Antonio, TX	48	Sacramento, CA	72	Riverside	90

(40) Item 19. Blocks 8, 9 and 10: Leave Blank.

(41) Item 19. Blocks 11, 12, 13, 14, 15 and 16: Enter in six digits (YYMMDD) format the date on which last discharged. For Future Sailors with no prior military service as well as USNR Future Sailor enter 000000. For USN Future Sailors returning from DEP, enter the date prior to their current active duty date. PRIDE Mod II will auto-fill for all non-prior service applicants for DEP enlistment. Information for all other applicants must be manually entered.

(42) Item 19. Blocks 17 and 18: Enter the two-digit code listed in table 4.21 for the branch and class of federal service from which last discharged. For USN Future Sailors who are in the Delayed Entry Program use “32” unless they have prior active service. If applicant has no prior military service, enter “99”. PRIDE Mod II will auto-fill for all non-prior service applicants for DEP enlistment. Information for all other applicants must be manually entered.

Table 4.21 Two Digit Branch and Class Code

TWO DIGIT BRANCH AND CLASS CODE		
Branch	Class	Code
USN	Regular (To include Direct PS)	11
	Native	15
	Retired (Temporary Disability Retired List)	18
	Navy Inductee	23
	Navy Medical Inductee	25
Active	(Naval Reserve Direct Procurement Enlistment)	26
USNR	Ready (Enlisted in USN and upon completion of specific period of enlistment was transferred to USNR-R to complete remaining obligated service)	19
	Ready (Returning USN DEP)	32
	Enlisted Volunteer	31
	Standby – 1(Federal Key Employees)	41
	Standby – 2(Navy IRR-not eligible for points or promotion)	51

Table 4.21 Branch and Class Code (Continue)

Branch	Class	Code
USA	Regular	71
USAR	Reserve	72
	National Guard	73
USAF	Regular	75
USAFR	Reserve	76
USANG	Air National Guard	77
USCG	Regular	81
USCGR	Reserve	82
USMC	Regular	85
USMCR	Reserve	86
	All others (USNR DET)/No prior Federal Service	Ice 99

(43) Item 19. Blocks 19 and 20: Enter appropriate two digit Type Acquisition Code from table 4.22. PRIDE Mod II will auto-fill for all non-prior service applicants for DEP enlistment. Information for all other applicants must be manually entered.

Table 4.22 Two Digit Acquisition Code

TWO DIGIT ACQUISITION CODE	
Category	Code
Chargeable (male only) QUEBEC - Enlisted in the Navy Accession Program (NAT) Male	10
QUEBEC - (No prior service or has prior active service of less than 84 consecutive days in other than USN or USNR)	11
QUEBEC - (Prior USN or active USNR (except SAM) service less than 84 consecutive days active duty/active duty for training)	12
QUEBEC - (Prior Naval Service, other than DEP, no prior active service)	13
QUEBEC - MUSICIAN	14
QUEBEC - Musician applicant who failed the musical audition and who enlists for general service or in another special program - do not use this code for applicants who request to be returned home and who at a later date, after arrival at home, enlist in USN	15
QUEBEC - Navy Inductee	16
QUEBEC - (Prior Naval Reserve service, no prior active service Returning DEP)	17
Male - FTS Enlisted Program (with or without delayed active duty)	19
Non-chargeable (male only) ROMEO - Prior regular Navy Service (Reenlisting under broken service conditions)	21
ROMEO - Prior active USNR service (Includes 4 or more months Active Duty or Training)	22
ROMEO - Prior Navy Inductee service	23
ROMEO - Prior other service (other than USN or USNR)	24

Table 4.22 Two Digit Acquisition Code (Continued)

Category	Code
ROMEO - Prior service (other than USN or USNR) accepted for enlistment temporarily in DEP USNR	25
ZULU - Male reenlisting under continuous service conditions (over 24 hours but within 3 months)	32
Female - Recruit enlistment USN	41
Female - Reenlisting USN under continuous service Conditions (within 3 months)	43
Female - Reenlisting USN under broken service conditions (over 3 months)	44
Female - First enlistment USN, prior Naval service other than DEP	45
Female - First enlistment USN, prior other service	46
Female - First enlistment USN, prior Naval Reserve Service, no prior active service (Returning DEP)	47
Female - FTS Enlistment Program	49
Female - Enlisted in the Navy Accession Program (NAT)	50

(44) Item 19. Blocks 21 and 22: Enter branch and class code. PRIDE Mod II will auto-fill for all applicants.

USN 11

USNR 32

(45) Item 19. Block 23: Enter the appropriate military obligation designator code from table 4.23. PRIDE Mod II will auto-fill for all non-prior service applicants for DEP enlistment. Information for all other applicants must be manually entered.

Table 4.23 Category of Enlistee Code

MOD	CATEGORY OF ENLISTEE CODE	CODE
	Male or female who has completed an 8-year obligation	0
A	Non-prior service male or female enlisting in the Regular Navy prior to completion of an 8 year military obligation	7
A	Male or female with prior service in a Regular component of the Armed Forces enlisting in the Naval Reserve prior to completion of an 8-year military obligation	7
A	Ex-midshipman (Naval Academy or NROTC), being placed in the Naval Reserve upon disenrollment to complete an 8 year military obligation	7
B	Non-prior service male or female enlisting the NAT Program	5
B	Non-prior service male or female enlisting in the Naval Reserve under Title 10 USC 511(b) (includes 2YO, 3YO, and FTS Enlistment Programs)	8
C	Male or female with prior service in a RC of the Armed Forces enlisting in the Naval Reserve prior to completion of an 8-year Military obligation	4
N	Male or female enlisting in the Naval Reserve upon enlistment in an NROTC program	9

Note: MOD code for DEP members should be based, if appropriate, on the program enlisting when active duty or active duty for training starts. Males or females who have completed an eight year obligation must always be coded “0”.

(46) Item 19. Blocks 24 and 25: Enter two digit code from table 4.24 to indicate place of birth (state or country).

Table 4.24 Place of Birth Codes

PLACE OF BIRTH CODES					
Code	Location	Code	Location	Code	Location
1	Alabama	26	Michigan	49	Utah
2	Alaska	27	Minnesota	50	Vermont
4	Arizona	28	Mississippi	51	Virginia
5	Arkansas	29	Missouri	53	Washington
1	Alabama	26	Michigan	49	Utah
6	California	30	Montana	54	West Virginia
8	Colorado	31	Nebraska	55	Wisconsin
9	Connecticut	32	Nevada	56	Wyoming
10	Delaware	33	New Hampshire	AQ	American Samoa
11	District of Columbia	34	New Jersey	PQ	Canal Zone
12	Florida	35	New Mexico	EQ	Canton and Enderbury Island
13	Georgia	36	New York	CQ	Guam
15	Hawaii	37	North Carolina	JQ	Johnston Atoll
16	Idaho	38	North Dakota	MQ	Midway Island
17	Illinois	39	Ohio	RP	Philippines
18	Indiana	40	Oklahoma	RQ	Puerto Rico
19	Iowa	41	Oregon	TQ	Trust Territory of the Pacific Island
20	Kansas	42	Pennsylvania	BQ	U.S. Misc. Caribbean Islands
21	Kentucky	44	Rhode Island	IQ	U.S. Misc. Pacific Island
22	Louisiana	45	South Carolina	VQ	Virgin Islands (American)
23	Maine	46	South Dakota	WQ	Wake Island
24	Maryland	47	Tennessee	ZZ	Other than Above

(47) Item 19. Blocks 26 and 27: Enter the two-digit code listed in the below description of type of enlistment for type of gain to the Navy or Navy Reserve. PRIDE Mod II will auto-fill for all applicants.

Description of type of enlistment	Code
1 st enlistment USN or USNR, no prior service01
1 st enlistment USN or USNR, no prior service, (bonus)02
1 st enlistment USN, prior service (bonus)10
1 st enlistment USN, prior service (no bonus)11
Reenlistment, within three months (bonus)40
Reenlistment, within three months (no bonus)41
Reenlistment, over three months51
1 st enlistment USNR, less than 365 consecutive days prior active service.95

(48) Item 19. Blocks 28 and 29: Enter the reenlistment code (RE) from table 4.25 for last separation located on DD 214. Enter in two digits only that portion which follows the “RE”. Enter a zero in both blocks for members not previously assigned a reenlistment code. Sample coding listed below. PRIDE Mod II will auto-fill for all non-prior service applicants for DEP enlistment. Information for all other applicants must be manually entered.

Code recorded in:	Code recorded in:
-------------------	-------------------

Table 4.25 Reenlistment Codes

REENLISTMENT CODES					
RE Code	#28	#29	RE Code	#28	#29
RE-R1	R	1	RE-5	5	Leave blank
RE-1	1	Leave Blank	RE-3X	3	X
RE-2	2	Leave Blank	RE-3	3	Leave blank
RE-2A	2	A	RE-3P	0	P
RE-4	4	Leave Blank	None	0	0

(49) Item 19. Blocks 30, 31, 32, 33, 34, 35, 36, 37, 38, and 39: Enter the appropriate code listed in table 4.26 to identify foreign language and the proficiency level, in each of the four areas (listening, reading, writing, and speaking) from the entries made by the enlistee in Item 13 of DD Form 1966. One foreign language may be listed, the first and most fluent in blocks 30-39. If the enlistee did not indicate any foreign language ability in *item 13*, leave blank in blocks 30-39.

Note: Ability is not included in item 13; therefore, the classifier must request information to determine the code to be entered in Blocks 32-39 from each enlistee claiming proficiency in a foreign language. Enlistee must have at least a proficiency level code greater than 00 in one of the four ability skills to be listed. For example: an applicant claiming to have a foreign language proficiency in Arabic but reveals a proficiency level of “00” for all four ability/skills will not document proficiency in a foreign language in block 13 and blocks 30 through 39 should be left blank.

(a) Item 19. Blocks 30 and 31: Enter the two-digit code from that corresponds to the language(s) the recruit has written in Item 13 of this form

(b) Language Codes for Item 19: Blocks 30, and 31

Table 4.26 Language Codes

Code Language	Code Language	Code Language	Code Language
AF Achinese	AH Acholi	AG Adigey	AA Afrikaans
TZ Afro-Asian	FB Akan	LF Akha	BC Akposso
AB Albanian	CR Amashi	AC Amharic	CD Amoy
YZ Ancient/Defunct	VN Annamese	BH Anyi-Baule	AZ Arabic
AJ Arabic-Classical	AE Arabic-Egyptian	DG Arabic-Iraqi	AK Arabic-Jordanian
AQ Arabic-Lebanese	AL Arabic-Libyan	AM Arabic-Maghrebi	BS Arabic-Moroccan
AN Arabic-Saudi	AV Arabic-Sudanese	AP Arabic-Syrian	BW Arabic-Tunisian
AU Arabic-Yemeni	AD Arabic Modern Standard	AT Aramaic	AR Armenian
AR Armenian-East	AR Armenian-West	XZ Artificial	AS Assamese
AF Atjehnese	AW Avar	XB Avestan	AY Aymara
AX Azerbaijani	AX Azeri	BB Bahnar	BK Bakweri
BD Balinese	WZ Baltic	BT Baluchi	BA Bambara
BJ Bamilike	BZ Bantu	BP Bashkir	BQ Basque
BG Bassa-Kru	BF Batak	BH Baule	BE Bedawiye
BE Beja	BL Belorussian	BL Belorussian	BM Bemba
BN Bengali	BR Berber	BR Berber-Tamazigt	BR Berber-Tashelhit
BR Berber-Zenatiya	CG Bicol	BV Bihari	CU Bini
VY Bisayan	BX Breton	CE Bug-Makassarese	BU Bulgarian
FA Bulu	BY Burmese	CA Cambodian	CB Catalan
CJ Chamorro	CK Chechen	CZ Chinese	CD Chinese-Amoy
CN Chinese-Anhwei	CC Chin-Cantonese	CW Chinese-Chuang	CQ Chinese-Fuchow
CF Chin-Fukienese	CH Chinese-Hakka	CM Chinese-Kuo-Yu	CM Chinese-Mandarin
CD Chinese-Swatow	CT Chinese-Toishan	CS Chinese-Wu	KN Ching-Po
CY Chokwe	TS Chuana	CW Chuang	CV Chukchi
CY Cokwe	JZ Continental Eurasian	CL Coptic	CP Cornish
HC Creole	SC Croatian	CX Czech	DA Danish
DJ Dinka	DB Djerma-Songhai	DL Duala	DU Dutch
DW Dutch-Creole	ES Estonian	RH E De	EF Efik
EK Eskimo	EL Esperanto	EW Ewe	EX Ewondo
GX Fana	GX Fanagalo	FA Fang	FB Fante
FD Faroese	PF Farsi	EF Fi	FG Fijian
FJ Finnish	FL Flemish	FQ Fon	FM Formosan

Table 4.26 Language Codes (Continue)

Code Language	Code Language	Code Language	Code Language
FR French	HC French-Creole	FE Frisian	FV Fulani
GB Ga	GL Gaelic	GA Galla	GC Gallic
LS Ganda	GG Georgian	GM German	GT German-Bavarian
TS German-Swiss	MZ Germanic	KV Gerze	GQ Gondi
GD Gothic	GR Greek	YG Greek-Ancient	GE Greek (New Testament)
CJ Guamanian	GU Guarani	KV Guerze	GW Gujarati
HC Haitian-Creole	HS Hausa	HA Hawaiian	HE Hebrew
YH Hebrew-Ancient	HR Herero	VY Hiligaynon	HJ Hindi
HN Hindustani	CM Hsiang	HU Hungarian	LF I
JD Iban	JE Ibanag	JB Ibo	JC Icelandic
JB Igbo	JJ Ijaw	JF Ila-Tonga	JL Ilocano
OZ Indic	RZ Indo-European	JN Indonesian	GF Irish
JT Italian	JM Italian-Neapolitan	JK Italian-Sardinian	JS Italian-Sicilian
JA Japanese	JR Jarai	JV Javanese	KH Jingpaw
KT Kabre	KY Kabyle	KH Kachin	JG Kambatta
KA Kanarese	JH Kanembu	KA Kannada	DC Karachai-Balkhar
KC Karen	KB Kashmiri	KR Kashubian	KE Kazakh
MV Khalkha-Mongol	KD Kherwari	CA Khmer	KG Kikongo
KJ Kikuyu	KK Kimbundu	KL Kinyarwanda	CY Kioko
KM Kirghiz	KF Kirundi	KS Kissi	KN Kituba
KG Kongo	KQ Konkans	KP Korean	KT Kotokoli
KV Kpelle	KW Krio	BG Kru	CM Kuo-Yu
KU Kurdish	KX Kurukh	LD Ladino	LN Lahnda
LL Lamba	LR Landsmal	VZ Language Family	LC Lao
LC Laotian	LP Lapp	VL Latin	LH Latin (Ecclesiastic)
LE Latvian	LE Lettish	LJ Lingala	LB Lisu
LT Lithuanian	LF Lolo	LV Loma	LG Lomongo
LK Lubakasai	LQ Lubakatanga	IS Luganda	LM Lunda
LG Lunkundu	LU Luo	WB Lusatian	MA Macedonian
MD Madurese	MJ Makua	MG Malagasy	ML Malay
MN Malayalam	SJ Maldivian	MQ Malinke	MP Maltese
MB Mandingo	BA Mand. Bambara	MB Mandingo-Dioula	MQ Mandingo-Malinke

Table 4.26 Language Codes (Continue)

Code Language	Code Language	Code Language	Code Language
MK Manx	ME Maori	MR Marathi	MM Marshalese
HC Martinique-Creole	MS Masai	MF Maya	DD Mbongu
UM Mbundu	MT Mende	MC Meo	MC Miao-Yao
CF Min	MU Minangkabau	RQ Moldavian	MY Mole
MV Mongolian	KN Monokituba	MW Mordvin	MY More
MH Moro	MY Mossi	DD Mpongwe	KN Munukutuba
MX Muong	ND Ndebele	KK Ndongo	NE Nepalese
LF Nesu	LJ Ngala	NB Niue	HZ North African, Middle East, and South-West Asian
DZ North American	CQ North Min	NR Norwegian	LF Nosu
NV Nubian	ST Nyamezi	NY Nyanja	NX Nyoro
RY Okinawan	EA Old English	FC Old French	GH Old High German
NA Old Norse	PK Old Slavonic	QA Oriya	GA Oromo
QT Otetela	LZ Pacific Islands	PH Pahari	PD Palauan
PM Pali	QV Pampangan	PN Pangasinan	PA Papiamento
YP Pappese	PP Papuan	PG Persian-Afghan	PF Persian-Iranian
PB Pidgin English	PS Pizar Malay	PL Polish	PC Ponapean
PQ Portug.Brazilian	PT Portug. European	PR Provencal	PJ Punjabi
PV Pushtu-Afghan	PW Pushtu-Pershawari	QU Quechua	RA Rajasthani
RH Rhade	RC Rhaeto-Romance	NZ Romance	RQ Romanian
RC Romansh	RM Romany	RN Rundi De Sundanese	RU Russian
BL Russian-White	RT Ruthenian	RY Ryukyuan	SA Samoan
SB Sango	RG Sanskrit	RB Santali	SE Sara
JK Sardinian	GN Scotch-Gaelic	SQ Sedan	SQ Sedang
SZ Semitic	RF Sena	SC Serbian	SC Serbo-Croatian
SV Serer	SP Sesuto	SF Shan	CS Shanghai
KH Shantou	SG Shluh	SH Shona	TH Siamese
RD Sidamo	ND Sindebele	SD Sindhi	SJ Singhalese
KH Singhpo	UZ Sino - Tibetan	PZ Slavic	SK Slovak
SL Slovenian	SM Somali	DB Songhai	SN Soninke
WB Sorbian	SP Sotho	EZ South American	KZ South Asian
CD South Min	LA Spanish-American	SR Spanish-Castilian	SS Spanish-Creole

Table 4.26 Language Codes (Continue)

Code Language	Code Language	Code Language	Code Language
QS Ssetic	GZ Sub-Saharan African	AV Subanese	ST Sukuma
SU Susu	SW Swahili	SX Swati	SY Swedish
DF Syriac	CW T'ung	TB Tadjik	TA Tagalog
TD Tahitian	CT Taishan	TT Tamachek	TC Tamil
TK Tapachula	TM Tatar	TE Telugu	KT Tem
TF Temne	TH Thai	TJ Tibetan	TN Tigre
TL Tigrinya	UC Tonga	CT Toysan	TQ Trukese
LK Tshiluba	TP Tsonga	TR Tswa	TS Tswana
TT Tuareg	TV Tulu	UC Tumbuka	TY Tungusu
UA Tupi	TU Turkish	UB Turkmen	UB Turkoman
FB Twi Xe Zerba	UJ Uighur Xu Zulu	UK Ukrainian	UM Umbundu
ZZ Unspecified	UR Urdu	UX Uzbek	VA Vai
CG Vicol	VC Vietnam.- Central	VN Vietnamese-Hanoi	VS Vietnamese-Saigon
VY Visayan	VY Visayan-Cebuano	VY Visayan-Heligaynon	VY Visayan-Samaran
VQ Volapuk	WA Walamo	WE Welsh	WB Wendish
WS Wescos	FZ West European	WQ Wolof	WH Xhosa
YA Yakut	YC Yao (China)	YB Yao (Malawi and Mozambique)	EX Yaunde
LF Yi	YJ Yiddish	YQ Yoruba	CC Yuch
UC Zambian	XB Zend	XA Zenga	

(c) Item 19: Blocks 32, and 33, 42: Listening ability. Blocks 34 and 35: reading comprehension. Blocks 36 and 37: writing ability. Blocks 38 and 39: Speaking ability. Enter appropriate proficiency level code from table 4.27.

Table 4.27 Proficiency Level Codes

Proficiency Level Code	Skill	Listening, Reading, Writing, Speaking
00	No proficiency	
06	Memorized proficiency	
10	Elementary proficiency	
16	Elementary proficiency, plus	
20	Limited working proficiency	
26	Limited working proficiency, plus	
30	General professional proficiency	
36	General professional proficiency, plus	
40	Advanced professional proficiency	
46	Advanced professional proficiency, plus	
50	Functionally native Proficiency	

(50) Item 19. Blocks 40 through 53: Leave blank.

(51) Item 19. Blocks 54-55: When a Future Sailor is approved for a DEP extension, an updated DD Form 1966/1 will be provided to the MEPS reflecting in Item 19 Service Required Codes a “D” in position 54 and “E” in position 55. Block 56: Enter the one digit code from table 4.28 to indicate type of last discharge received. For USN Future Sailors (Returning DEP) use “1”. For USNR Future Sailors use “0”. PRIDE Mod II will auto-fill for all non-prior service applicants for DEP enlistment. Information for all other applicants must be manually entered.

Table 4.28 Type of Discharge Codes

TYPE OF DISCHARGE	Code
Honorable	1
General	2
Undesirable	3
Bad Conduct	4
Dishonorable	5
No Prior Service	0

(52) Item 19. Block 57: Enter “X”.

(53) Item 19. Blocks 58 and 59: Reserve active duty obligation (RADO). Enter the number of months, in two digits, for which the individual is being ordered to, or retained on, active duty. Enter a zero in both blocks for all USN enlistments; for NAT applicant enter “06”

for total number of months. For FTS Program enter “48” for total number of months. PRIDE Mod II will auto-fill for all applicants.

(54) Item 19. Blocks 60, 61, 62, 63, 64, and 65: Leave blank for all USN enlistments. Enter the Current Active Duty Date (CADD) in YYMMDD format for all, NAT and FTS Program enlistments. The CADD is the date on which the current period of active duty began. The CADD will not in all cases be the same as the Active Duty Service Date (ADSD) entered in block 18b because the ADSD is a computed date, which includes all periods of prior active duty. PRIDE Mod II will auto-fill for all non-prior service applicants for DEP USNR enlistment. Information for all other prior service USNR applicants must be manually entered.

(55) Item 19. Blocks 66, 67, and 68: Enter the Navy advanced programs test (NAPT) score for all applicants who have taken the test whether or not they enlisted in the Nuclear Field Program. Block 66 must be an alpha character of J, K or L to denote which form of NAPT test was used. Blocks 67 and 68 must be numeric in the range 00 to 80 to indicate what the enlistee actually scored on the test. Enter “000” for applicants who did not take the NAPT.

Example: Applicant scored 72 on Form F of the NAPT. Entry: F72

(56) Item 19. Block 69 and block 70: leave blank.

(57) Item 19. Block 71: Enter the one digit code from table 4.29 to indicate applicant’s means of initial entry into military service. PRIDE Mod II will auto-fill for all applicants.

Table 4.29 Means of Initial Entry into Military Service Codes

MEANS OF INITIAL ENTRY INTO MILITARY SERVICE CODES	
Means of Entry	Code
Induction	A
Voluntary enlistment in an active component (Direct Shipper USN)	B
Voluntary enlistment in a reserve component for service in an active component Delayed Entry Program (DEP/DET) Note: Use for USN (Returning DEP)	C
Voluntary enlistment in a reserve component under 26 years of age, Any service, on or after 3 September 1963, which would include a Minimum of 4 months IADT.	G
Voluntary enlistment in a reserve component, any Service, on or after 1 June 1984 (Direct USNR) Note: Use for USNR Future Sailors	J
Not applicable	W
Other	X
Unknown	Z

(58) Item 19. Blocks 72 through 140: Leave blank.

(59) Item 20. Last name, first name, middle Initial.

(60) Item 21. Social security number (full SSN required)

g. Section III - Other Personal Data

(1) Item 22a. Education: Dates, name(s), location of all high schools and higher level educational institutions attended.

Example: 200409 to present Pope HS, Albany, NY.

(2) Item 22a(5). Enter an "X" under "yes" or "no" column as appropriate. Do not list elementary schools unless elementary school is the last school attended. If still attending school, enter the word "Present" in the "to" column.

Note: Applicant must provide documents of the highest educational level completed (See Item 12). Start with most recent education and work backwards.

(3) Item 22b. Youth programs: Applicant will indicate "yes" or "no," as applicable, to show affiliation with youth programs. If "yes," a statement is required in section VI, "remarks."

Note: Computer generated entries in items 22b through 26 are acceptable.

(4) Item 23. Marital/dependency status and family data. Applicants must place an "X" in either the "yes" or "no" block. If 23a is "yes", then list all dependents by name and their relationship in section VI, remarks. If 23b is "yes", applicant must provide documentation. If 23c is "yes", a statement is required in section VI, remarks. Item 23d is self-explanatory.

(5) Item 24. Previous military or government employment. Applicants must place an "X" in either the "yes" or "no" block. If 24a is "yes", applicant must furnish documentation. If Item 24b is a "yes", show reason for rejection in Section VI, Remarks. No other documentation is required. If Item 24c, 24d, and 24e is "yes", a statement is required in section VI, remarks.

(6) Item 25. Ability to Perform Military Duties. Self-explanatory (e.g., as applicable).

(7) Item 25a. No statement is required in section VI, remarks for a "yes" answer, but processing will be terminated.

(8) Item 25b. If "yes", explain in section VI, remarks.

(9) Item 25c. No statement is required in section VI, remarks for a "yes" answer, but processing will be terminated.

(10) Item 26. Drug use and abuse. If "yes", explain in section VI, remarks. List type of drug, number of times used and date of last use. If charged, list of date of offense and disposition.

(11) Item 27. Last name, first name, middle initial.

(12) Item 28. Social security number.

h. Section IV - Certification

(1) Item 29. Certification of applicant. Recruiter must witness signature in this block. Applicant must not sign this item until he or she has completed all required items listed in table 4.30 and is in the presence of the recruiter.

(2) Item 30. Data verification by recruiter. If a birth certificate, SSN card and original high school diploma are used, then all that is required is an “X” in the appropriate block. If any other document(s) is used for verification, place an “X” in the “other block” and list documents in section VI, remarks, per section 010103.

Table 4.30 Certification of Applicant

CERTIFICATION OF APPLICANT		
a. Name (x one)	b. Age (x one)	c. Citizenship (x one)
(1) Birth certificate	(1) Birth certificate	(1) Birth certificate
(2) other (explain)	(2) other (explain)	(2) other (explain)
d. Social Security Number (SSN)(X one)	e. EDUCATION (X one)	f. OTHER DOCUMENTS USED
(1) SSN card	(1) Diploma	If you choose item (1) for a, b, c, d, and e leave this box blank. If you choose item (2) for any one item write See SEC VI and make required entry in SEC VI.
(2) other (explain)	(2) other (explain)	

Sample section VI entry: If a telephonic DD Form 372 is used to verify name and citizenship.

(a) “Item 30 A, B, C, D & E continued: DD Form 372 (telephonic) per PHONCON between EM1 I. M. Sailor, LPO or LCPO, NAVCRUITSTA Salem, OR and Ms. Anita Helper, Records Clerk, for Health Statistics, Oregon Health Division, Portland, OR conducted on (date).”

(b) Upload a copy of all documents used for verification of enlistment into PRIDE Mod II.

(c) For high school seniors (intended to graduate and enlisting in DEP) or applicants who are pursuing an accredited program that will yield HSDG status, enter “WILL GRAD” in block 30f “Other Documents Used.”

(d) The only acceptable documents for verifying name, age, and citizenship are detailed in chapter 2.

(e) The only acceptable documents for verifying education are detailed in chapter 2

(f) The only acceptable documents for verifying SSN are detailed in chapter 2.

(g) Education verification for prior service applicants: For prior service veterans with less than four years active duty service, obtain education verification documents per chapter 2. For prior service veterans with four or more years of active duty service, enter “N/A” in Item 30e.

(3) Item 30f. Other documents used - Cite other applicable documents. Examples include:

(a) Armed Forces of the United States Report of Transfer or Discharge (DD Form 214).

(b) Correction of Armed Forces of the United States Report of Transfer or Discharge (DD Form 215).

(c) Letter statement of service issued in lieu of DD Form 214.

(d) Statement of Service (GSA Form 6851) when DD Form 214 is not available at the Federal Records Center, St. Louis, Missouri.

(e) Request for Discharge or Clearance from Reserve Component (DD Form 368).

(f) School transcripts.

(g) Parents' divorce decrees.

(h) Applicant's marriage certificate.

(i) JROTC, Girl Scout Gold, Eagle Scout, and all other certificates used for advanced pay grade.

(j) Applicant's divorce decrees.

(k) Copies of children's birth certificates.

(l) Copies of dependents social security cards.

(m) Any other authorized documents not named elsewhere.

Note: If no other documents are used, leave Item 30f blank.

(4) Item 31. Certification of witness. Certification of the applicant's signature and verification of the data contained on the DD Form 1966 by a Navy representative. Item 31d should reflect the certifying witness's ID in the same manner as block 17d. ID must reflect the NAVTALACQGRU to which the Navy representative is assigned.

(5) Item 32. Specific options/program enlisted for, military skill, or assignment to a geographical area guarantees.

(a) Item 32a. This can be completed only after the applicant has been determined to be fully (medically, mentally, and morally) eligible for enlistment and qualified for the program desired. Additionally, all specific options must be entered in Item 32a and be acceptable to the applicant and within the limits prescribed by current directives. The Enlisted Classifier completes Item 32a at the time of DEP enlistment or, if not enlisting in DEP, at time of the direct-ship enlistment, by entering a brief description of the program and options that have been guaranteed and entered as annexes to DD Form 4. Item 32a may not be completed until necessary annexes have been completed for DD Form 4 and Item 32a entries must be in complete agreement with DD Form 4 annexes. Write in clear text English when completing Item 32a. The entry must include: program, active duty date, coast assignment, enlistment bonus and buddy program.

Example: Advanced Electronics Field - Advanced Electronics Computer Field (AEF and AECF 6YO) Program, Active Duty Date: 1 May 1997, Enlistment Bonus: \$1,500.00, Coast Assignment: None, Buddy Program with JONES, John P. 221-11-3333.

Note: If coast assignment is guaranteed, then include the Control Number. If all program guarantees do not fit in Item 32a, continue Item 32a in section VI.

(b) Item 32b. Applicant must read.

(c) Item 32c. Applicant's Initials. The MLPO/EPDS will ensure that applicants understand their enlistment options and initial in Item 32c in the presence of the MLPO or EPDS.

(6) Item 33. Certification of recruiter or acceptor. The Navy representative will sign at the time the member enters DEP. The individual signing the acceptance of the applicant on behalf of the Navy must ascertain that the applicant is, in fact, fully qualified for enlistment and all options listed.. Item 33d should reflect the certifying witnesses I.D. in the same manner as block 17d. ID must reflect the NAVTALACQGRU to which the Navy representative is assigned.

i. Section V - Recertification

(1) Item 34. Recertification by applicant and correction of data at time of active duty entry.

(a) Any changes made to DD Form 1966 or the SF 86 after the applicant enlists in DEP or DET are made in section V using the procedures listed in subparagraphs 040209i(1)(a)1 through 040209i(1)(a)3.

1. Write “see section V” in the block that is being added to or changed.
2. In Item 34b, enter the item number that is being changed.
3. In Item 34c, enter the new information with date of change.

Example: An applicant who DEPped in as an 11s and graduated from High school on 200806.

(2) Item 34b should reflect: 12, 22(2)(5), 30e.

(3) Item 34c should reflect: 12L,200806, yes, high school diploma.

Note: The MLPO should annotate section V at the time of enlistment, to document any changes required in any information entered in DD Form 1966 so that all information is complete and up-to-date as of the date of enlistment.

(a) Items that will most likely require updating include: dependency, enlistment options, education, enlistment paygrade, etc.

(b) When an applicant graduates from high school and enlists, update the education level in Item 34c.

(c) Use special care in changing enlistment option entries in both Item 32a and the corresponding blocks in Items 17 and 18. The entire entry must be redone when changing enlistment option entries in Section V.

(d) Whenever changes are required, enter only the corrected information in Item 34c, with the exception of changes to Item 32a. Identify the question or item number in Item 34b. If additional space is needed to list all changes, use section VI, remarks.

(e) If any change is required that concerns elements of enlistment or program eligibility (such as dependency, civil involvement, etc.), review and waiver action must be initiated under instructions and procedures given in current directives, including this manual.

(4) Items 34d and 34e are completed and signed by the applicant and witnessed by the MLPO. If no changes have occurred, enter “no change” and then sign. This is to be completed when the applicant ships to RTC or TPU.

(5) Item 35. Name. Enter applicant’s last name, first name, and middle initial.

(6) Item 36. Social security number. Enter applicant’s full SSN.

j. Instructions for Completing Section VI Remarks. Only MLPOs, classifiers, and processing personnel use the first page of Section VI.

(1) General Instructions

(a) Section VI is used as continuation space to enter various items of information not provided for elsewhere in the Record of Military Processing. Precede each additional entry by item number.

Example: Item 23a Continued: JONES, Mary Ann (Smith) - wife.

(b) Additional DD Form 1966/4s may be used as continuation pages when space on the original DD Form 1966 is insufficient. On succeeding Page 4s leave Items 37a through 37e blank.

(c) Continuation Page. Include the applicant's name and SSN on each. When an additional page is required, add the following as appropriate:

"Page 2 of 3 pages", "page 3 of 4 pages", etc. Make this entry at the bottom left side of section VI.

(d) Because the first page 4 is for MEPS use only, recruiters use page 4s, and must enter "page 2 of X Pages" on the first page 4 that they use.

(e) Sample entries and conditions for which they are used follow.

(2) Section VI Remarks - Sample Entries

(a) Classification interviews. Documentation of the initial classification interview will be the first entry on DD Form 1966/4. Subsequent reclassification interviews, if required, will be documented in the same manner.

(Date): Classification interview conducted and BEERS documents verified against PRIDE Mod II.

(Certification signature)
(Type or print name, grade of Enlisted Classifier)

(b) Navy Advanced Placement Test (NAPT). For applicants administered the NAPT, regardless of whether they pass the test or enlist into the Nuclear Field Program, the Navy classifier enters the following in section VI, remarks.

(Date): Applicant not required to take the NAPT due to line scores ≥ 252 . Applicant's line scores were (score) EL and (score) NUC.

(Date): Applicant scored (score) on the NAPT. Test version (version) was administered on (date).

(Certification signature)
(Type or print name, grade of Enlisted Classifier)

(c) Defense Language Aptitude Battery (DLAB), Defense Language Proficiency Test (DLPT), or Oral Proficiency Interview (OPI). For all applicants administered the DLAB, DLPT or OPI. The Navy classifier enters the following in section VI.

Entry:

(Date): DLAB, DPLT or OPI administered at (MEPS or NAVTALACQGRU). Score obtained:

_____.

(Certification Signature)
(Type or print name, grade of Enlisted Classifier)

(d) Non-receipt of character, employer references or police record check. Required when character, employer references or police record checks have been forwarded but not returned, or for direct ship applicants. Entries:

DD Form 369 mailed (date) to the following agency or agencies:

(List agency or agencies)

Applicant shipped (date) without waiting for response.

(e) Criminal history record information. The applicant does not meet the requirements in article 010206. Entry:

DD Form 369 not sent to law enforcement agencies.

(Certification Signature)
(Type or print name, grade of Enlisted Classifier)

(f) Police record checks. Police record checks are not required where jurisdiction requires fingerprints to process the check. Entry:

DD Form 369 not sent to the following law enforcement agencies because of fingerprint requirement. (List agency or agencies)

(g) Stay in school statement. Recruiting personnel must encourage applicants to stay in school and graduate. Regardless of age, applicants who have been enrolled in high school during the current school year (normally a day in late August/early September to a day in late

May or early June) and do not graduate, must not be accepted for active duty enlistment USN or start of active duty USNR (including active duty for training) without prior consent of parents and notification of school officials as appropriate. Allow enough time after notifying school officials to counsel the individual. No applicant who is processed and contracted while in high school, and placed in DEP as a WILL GRAD, may be shipped before the date of their originally scheduled graduation date. The following statement must be signed by the individual's parents before enlistment:

Entry:

Both the applicant and I/we have been urged by recruiting personnel to have the applicant stay in school and graduate if possible prior to enlisting but I/we have decided that it would be to the best advantage of the applicant to enlist in the naval service at this time.

Signature of Parent(s)

Note: Both parents should sign, if available.

(h) County Jurisdiction. Sample entry when the town/city has no police department and is under the jurisdiction of the county:

The (city/town) of (state) does not have a police department and is under the jurisdiction of the county of _____.

(i) RE-Code. Documentation of RE-Code verification (See chapter 8).

(Date): Reenlistment Code: SPN/SPD: IRE: ISC: was obtained from on (date). This information was provided by (name of person). This information was received by (name of authorized user) at (name of command obtaining information).

(Signature of EPDS)

(j) Emancipated 17-Year-Olds. If applicant is 17 years of age, and has been legally emancipated from his/her parents through court order, parental consent is not required to enlist.
or

If applicant is 17 years of age and is married, or was married and is now divorced, he or she may or may not be emancipated, depending on state law. Call NAVCRUITCOM 00J for verification.

(Date): Parental consent not required due to emancipation by legal, court order or marriage.
(Cross out non-applicable items).

(Signature of EPDS or MLPO)
(Name, Rank, Title)
By direction of the CO

(k) Advanced paygrade (USN program). The following sample entries are used to document enlistment in an advanced paygrade. Only one of these entries is authorized for any individual. Be sure to use the appropriate paygrade, classroom hours, credits, years, etc. Personnel with CO “by direction” authority can sign entries to document advanced paygrade status.

Date: Authorized enlistment in, or advancement to, paygrade E2 (E3) having satisfactorily completed one (two) academic years or 1080 (2160) classroom hours at an accredited vocational or technical school beyond high school level.

Date: Authorized enlistment in, or advancement to, paygrade E2 (E3) having successfully completed two (three) years at, and subsequently graduated from, an accredited High School Level Military Academy.

Date: Authorized enlistment in, or advancement to, paygrade E2 (E3) having provided conclusive evidence of advancement to paygrade E2 (E3) while serving in the Naval Sea Cadet Corps.

Date: Authorized enlistment in, or advancement to, paygrade E2 (E3) having completed 24 (48 or more) semester hours or 36 (72 or more) quarter hours of college credits at an accredited educational institution.

Date: Authorized enlistment in, or advancement to, paygrade E2 (E3) having provided evidence of successful completion of two (three) years of a Junior ROTC program.

Date: Authorized enlistment in, or advancement to, paygrade E2 having referred (one Nuclear Field individuals or two non-Nuclear Field individuals) for naval service to a recruiter. These individuals have enlisted in a USN or USNR program including DEP, and will access within 12 months.

Date: Authorized enlistment in, or advancement to, paygrade E3 having referred (two Nuclear Field individuals or four non-Nuclear Field individuals) for naval service to a recruiter. These individuals have enlisted in a USN or USNR including DEP, and will access within 12 months.

Date: Authorized enlistment in, or advancement to paygrade E3 having provided evidence of successful completion of requirements for Eagle Scout or the Girl Scout Gold award.

Note: Certificate must be the official certificate issued by the Boy/Girl Scouts of America.

Date: Based upon a Foreign ESS's review of foreign education documents, authorized enlistment in paygrade E2 for applicants with college level foreign education who have satisfactorily completed the U.S. equivalent of 24 semester hours (36 quarter hours). Applicants who have satisfactorily completed the U. S. equivalent of 48 semester hours (72 quarter hours) of college credits are authorized enlistment in paygrade E3.

Date: Authorized enlistment in, or advancement to, paygrade E2 having provided evidence of receiving the Civil Air Patrol Billy Mitchell Award.

(1) Section VI, waivers. Document all waivers and eligibility determinations in section VI, remarks, DD Form 1966/4. The following are samples of administrative remarks entries:

1. To be used for waiver.

(Enlistment) waiver approved by (NAVTALACQGRU/NAVCRUITCOM) for (reason) on (date). Waiver Code:

(Name, Rank, Title)
By direction of the CO

2. In instances where an additional waiver is approved.

An additional (enlistment) waiver for (reason) has been granted by (NAVTALACQGRU/NAVCRUITCOM) on (date) for (reason). Waiver code:

(Name, Rank, Title)
By direction of the CO

3. In instances where two or more waivers are required by different approving authorities.

A waiver for (reason) has been granted on (date) by NAVTALACQGRU prior to submission to NAVCRUITCOM for (reason). Waiver submitted to higher authority on (date).

(Name, Rank, Title)
By direction of the CO

4. To be used for eligibility determination.

Eligibility determination approved by (NAVTALACQGRU/NAVCRUITCOM) for (reason) on (date).

(Name, Rank, Title)
By direction of the CO

5. In instances where a Nuclear Field Type 1 or Type 2 eligibility determination (or non-determination) is approved/disapproved:

(Date): Applicant received approved (academic, citizenship, age, etc.) (Non, Type 1, Type 2) determination from (NAVCRUITCOM N313), (DCNO N133D, Naval Reactors) on (date).

(Name, Rank, Title)
By direction of the CO

6. In instances where telephonic AEF, ATF or Warrior Challenge Program eligibility determinations are granted:

(Date): Telephonic (AEF, ATF, or Warrior Challenge) program eligibility determination for (reason) granted per PHONECON (date), NAVTALACQGRU (Name of NAVTALACQGRU) (Name and rank of caller) and (NAVCRUITCOM N32), (Name and rank of person called).

(Name, Rank, Title)
By direction of the CO

7. In instances where the NAVTALACQGRU CO conducts a telephonic major misconduct waiver interview.

Waiver interview conducted via telephone between CO, NAVTALACQGRU (Name), and the applicant (Name of applicant) on (date).

(Name, Rank, Title)
By direction of the CO

8. In instances where a NAVTALACQGRU CO is required to interview an applicant who has received a civil conviction or adverse adjudication for a crime involving physical violence, requiring an enlistment waiver.

(Date): An interview regarding (civil conviction) has been conducted on this date between NAVTALACQGRU (Name of NAVTALACQGRU) and the applicant (Name of applicant). Physical violence eligibility determination granted on (date).

(Name, Rank, Title)
By direction of the CO

9. In instances where a NAVTALACQGRU CO is required to interview an applicant who has been arrested and charged with the commission of a crimes involving physical violence and has had charges dismissed under circumstances that raise doubts as to the innocence of the applicant (e.g., dismissed for want/lack of prosecution), or where the applicant does not require an enlistment waiver but must be interviewed by the NAVTALACQGRU CO as if the charges had resulted in a conviction.

(Date): A physical violence interview regarding (civil charge) has been conducted on (date) between CO, NAVTALACQGRU (Name of NAVTALACQGRU) and the applicant (Name of applicant).

(Name, Rank, Title)
By direction of the CO

10. In instances where a medical waiver is obtained.

(Date): Waiver of physical standards for enlistment granted by NAVCRUITCOM N33, Ltr# _____, dtd _____.

(Name, Rank, Title)
By direction of the CO

(m) Section VI, Legal Determinations. Document all Legal Determinations in Section VI, Remarks, DD Form 1966/4. The following are samples of administrative remarks entries:

1. In instances where a legal determination is obtained for civil charges.

(Date): NAVCRUITCOM Legal determination for (civil offense) determined to be (disposition). Determination Number:

(Name, Rank, Title)

2. In instances where a legal determination is obtained for custody determination.

(Date): NAVCRUITCOM legal determination for custody determination for active duty approved on (Date). Determination number:

(Name, Rank, Title)

3. In instances where a legal determination is obtained for parental consent.

(Date): NAVCRUITCOM legal determination for parental consent approved on (date).
Determination number:

(Name, Rank, Title)

4. In instances where a legal determination is obtained for enlistment eligibility.

(Date): NAVCRUITCOM legal determination of enlistment eligibility (reason) approved on (date).
Determination number:

(Name, Rank, Title)

(n) Section VI, exception to policy. Document all exceptions to policy in section VI, remarks, DD Form 1966/4. The following are samples of administrative remarks entries:

Note: Instances where an exception to policy is required:

(Date): NAVCRUITCOM exception to policy for (reason) approved on (date). ETP control number:

(Name, Rank, Title)

(o) Section VI, PQS requirements. Document PQS completion/non-completion results in section VI, remarks, DD Form 1966/4. The following are samples of administrative remarks entries:

1. To be used for PQS results.
2. PQS requirements were/were not completed.

(Name, Rank, Title)

k. Section VII - Statement of Name for Official Military Records

(1) Item 37. (NOT AUTHORIZED for use for Navy AC or RC applicants). This item is provided in case applicants desire that their military records reflect a name other than that

shown on the birth certificate. If the name desired in the military record is the same as the name on the birth certificate, enter "N/A" in Item 37a. The applicant's signature in Item 37d(1) must be witnessed by the recruiter in Item 37e. If it comes to the attention of MEPS that this has not been done, then the MLPO is authorized to witness this block.

(2) Item 38. Name. Enter last name, first name, middle initial.

(3) Item 39. Social security number. Enter full SSN.

1. Section VIII - Parental Guardian Consent for Enlistment

(1) Item 40. Parent or guardian statements

(a) Parental consent is only required prior to initiating police record checks, completion of the SF 86, and before a physical examination is conducted at MEPS. Parental consent obtained for enlistment is recognized as proper consent for physical examination of 17-year-old Navy applicants.

(b) Who can grant parental consent is often dependent upon a custody determination following divorce or other court action. A distinction must be drawn between "physical" custody, which describes where the minor actually resides, and "legal" custody, which describes the ability of a parent to make child-rearing decisions on behalf of the minor. For purposes of enlistment into the Navy, all persons with "legal" custody over the minor applicant must be contacted to give consent. Ordinarily, both parents will retain "legal" custody following a divorce. As a result, "physical" custody alone is not sufficient for single parent consent.

(c) In all cases involving 17 year-old applicants, every effort must be made to obtain the consent of both parents. If one parent has deserted or disappeared, the custodial parent must complete, sign, and have notarized NAVCRUIT 1133/97, attesting to the particulars of the desertion or disappearance. A NAVCRUIT 1133/97 and the custodial parent's consent for enlistment satisfy the requirement for parental consent. Note that this form must be notarized by an individual authorized to notarize documents under state law; military notaries are not authorized to notarize NAVCRUIT 1133/97.

(d) Members of the recruiting command must visually witness the signing of consent papers in all cases except as follows: Commanding Officers of activities may authorize a Notary Public or those local officials authorized to administer oaths and take depositions under state laws, to witness the signing when a substantial saving in funds and work hours would result because of long distances involved. This authorization in no way relieves the recruiter of the responsibility to visit the applicant's parents or legal guardian whenever feasible to discuss the aspects of the applicant's Navy career with them.

(e) If the custodial parent resides outside the continental limits of the United States, send DD Form 1966 to the parent with the request that the consent section be executed before a

commissioned officer of the Armed Forces, or a Foreign Services Officer attached to a U. S. Embassy or a Consulate, who must be identified by rank, title, and organization. Place copies of all correspondence relative to signing of the consents in the applicant's service record. When DD Form 1966 must be sent to another activity for signature, ensure the forwarding letter contains all relevant information concerning the applicant's enlistment for the benefit and edification of the parent or legal guardian.

(f) If parental/guardian consent is not required, (i.e., emancipation by legal court order/marriage), enter "N/A" in *Item 40a*; however, proper annotation must be made in Section VI, Remarks.

(2) Item 41. Verification of Parental Consent. If the name of the individual(s) signing the consent is other than that recorded on the applicant's birth certificate, make at least one of the following notations: (type or handwrite in the block include supporting documentation)

(3) Refer to chapter 2 for sample entries.

040210. DD Form 2058 State of Legal Residence Certificate

a. Purpose. The State of Legal Residence Certificate (DD Form 2058) is required for determining the correct State of legal residence for purposes of withholding State income taxes from military pay. Used for Navy Reserve programs only.

b. Instructions

(1) Enter Name (Last, first, middle initial), social security number, and legal residence (city or county and state) where the member resides.

(2) On the date of accession have member sign, enter current mailing address and date the form.

040211. Voter Registration Act

a. The National Voter Registration Act of 1993. All U.S. Armed Forces recruitment offices are designated as voter registration agencies. Eligible voters (U.S. citizen and 18 years old by the date of federal election) who enter recruiting office are required to be provided with the opportunity to register to vote or change their voter registration information currently on file (change name, mailing address, political party, etc.). The National Voter Registration Act of 1993 can be found at <https://www.fvap.gov>.

b. DD Form 2645. Eligible voters must be asked to complete a DD Form 2645 (Voter Registration Information) upon entry into the recruitment office. "Yes" answers indicates the eligible voter's desire to register to vote or update voter registration information on file. Regardless of the citizen's response, completed DD Form 2645s must be forwarded to the

district's Voting Assistance Officer and retained for a minimum of two years. The DD Form 2645 is located <http://www.fvap.gov/reference/milinfo.html>.

c. National Mail Voter Registration Form. When eligible voters check "Yes" on the DD Form 2645, recruiting personnel will then provide the National Mail Voter Registration Form (NVRF) and assist with completion, if desired by the eligible voter. Completed NVRF with original signature will be mailed or hand carried by recruiting personnel to the appropriate state election official within 10 days of acceptance or within 5 days before the last day for registration to vote in an election. Copies of completed NVRFs will not be made or retained by recruitment offices due to presence of personally identifiable information (PII). The NVRF is located at: <http://www.fvap.gov/reference/milinfo.html>.

040212. NAVCRUIT 1133/52 or 1133/53 Enlistment Guarantee Annex to DD Form 4 Enlistment or Reenlistment Document Armed Forces of the United States

a. The NAVCRUIT 1133/52 or 1133/53 must have the applicant's biometric signature or the applicant's complete name and the applicant will sign their full name using black ink. The full name will be typed below the signature.

b. The classifier will use a CAC signature on the line provided. His/her name and title will be typed below the signature with by direction if a wet signature is used. Recruiter canvasser personnel (NEC-803R) will not be authorized to sign, except for E5 through E9 who are specifically assigned as a classifier, MLPO, or Enlisted Processing Division Supervisor.

c. Instructions for completing the NAVCRUIT 1133/52, NAVCRUIT 1133/53, and NAVCRUIT 1133/72 to the enlistment contract are identified in subparagraphs 040212c(1) through 040212c(5).

(1) NPS and FTS Guarantee. NAVCRUIT 1133/52 Enlistment Guarantee will be utilized for non-prior service applicants with active duty programs (excluding JOG/PACT) and reserve applicants with the Full Time Support (FTS) program.

(a) In paragraph 1, the classifier will enter "reserve" or "active" for the component. The active duty obligation will be determined by the incentives listed in Option 1 through Option 4, with the remaining months of the MSO served in the IRR. The maximum amount of active duty obligation will be 6 years or 72 months.

(b) If options 2 through Option 4 are not used, the classifier will place "N/A" by those options. When applicants elect the "buddy program," the name and social security number of their buddy will be entered in Option 4.

(c) When filling out Block 5, enter "N/A" when the block is not applicable.

(2) PACT Guarantee. NAVCRUIT 1133/53 Professional Apprenticeship Career Track (PACT) Program Enlistment Guarantees will be used for non-prior service applicants that enlisted into the Professional Apprenticeship Career Track (PACT) Program.

(a) The classifier will enter the appropriate PACT program in Option 1.

(b) The classifier will enter the additional option numbers (2), (3), (4) in the space provided if the option is guaranteed. Type “N/A” in those spaces that do not apply.

(3) Prior Service Guarantee. NAVCRUIT 1133/52 Prior Service Enlistment Guarantees will be utilized for prior service NAVETS (excluding PRISE III) and OSVETS.

(a) In paragraph 1, the classifier will enter “Reserve” or “Active” for the component. Prior service applicants can enlist for 4, 5, or 6 years. Applicants that receive an enlistment bonus must agree to extend an additional 12 months to meet the required obligations, unless they elect to enlist for 6 years.

(b) Option 1 will read verbatim as on the Commander, Navy Recruiting Command Enlisted Community Manager (ECM) approval letter. The classifier will enter the additional options numbers (2), (3), (4) in the space if the option is guaranteed. Type “N/A” in the spaces that do not apply.

(4) NAVET PRISE III Guarantee. NAVCRUIT 1133/72 NAVET PRISE III Paygrade Reduction Annex will be utilized for NAVET PRISE III applicants.

(a) In paragraph 1, the classifier will enter the rate conversion.

(b) In paragraph 2, the classifier will enter the type of enlistment bonus and amount. If applicant is not eligible for an enlistment bonus, the classifier will enter “N/A” in Option 2a and Option 2b.

(5) NAT Guarantee. NAVCRUIT 1133/52 New Accession Training (NAT) Program Enlistment Guarantee will be utilized for New Accession Training (NAT) program applicants.

(a) Option 1 will list the New Accession Training (NAT) Program. Option 2 will list the name of the Navy Reserve Center and unit identification code (UIC).

(b) The classifier will enter any additional options numbers (3) and (4) in the space if the option is guaranteed. Type “N/A” in those spaces that do not apply.

(c) In paragraph 4, the classifier will ensure that an “X” is placed in the appropriate box, if not applicable leave blank.

040213. NAVPERS 1070/602 Dependency Application/Record of Emergency Data. The recruiter will complete a NAVPERS 1070/602 Dependency Application/Record of Emergency Data during the application process, to notify a person in case of emergency or death, prior to preparation of the smooth NAVPERS 1070/602. Used for Navy Reserve programs only.

040214. NAVPERS 1070/613 Administrative Remarks

a. Purpose. Serves as a chronological record of significant miscellaneous entries which are not provided for elsewhere or where more detailed information may be required to clarify entries on other pages of the U. S. Navy Enlisted Service Record. The Administrative Remarks form, when completed, becomes a service record NAVPERS 1070/613 and is retained permanently in the electronic service record.

b. Instructions. Entries will be dated and signed by the member as required.

040215. NAVRES 1326/4 Enlisted Application and Orders to a Naval Reserve Unit (NON-OBLIGOR)

a. Purpose. The purpose of NAVRES 1326/4 is to notify an individual of their assignment to a Navy Reserve drilling unit. Used for Navy Reserve programs only.

b. Instructions. The instructions listed in subparagraphs 040215b(1) through 040215b(17) are to be used when preparing the NAVRES 1326/4. They are the minimum required entries. Each Navy Reserve Center may require additional information.

(1) Top right hand corner will be used to list the information in subparagraphs 040215b(1)(a) through 040215b(1)(d).

(a) Accession program.

(b) Member's home phone number.

(c) Member's work phone number.

(d) Recruiter's name and phone number.

(2) Name: Last, First, Middle

(3) SSN: Self-explanatory.

(4) Rate: Enter applicant's permanent rate and temporary rate in parenthesis, if applicable. For example: SN(YN3), AA(AN), AK3(BM3).

(5) EOS: Enter Expiration of Obligated Service. If the applicant is not under contract, leave blank and complete upon attainment. If member is under a Navy Reserve contract, enter current EOS.

(6) Present Address: Enter current physical address.

(7) Service Record Holder: Leave Blank

(8) Date Released from Active Duty: Enter the date released from active duty. If no prior service, enter N/A.

(9) Last Ship or Station: Enter the last ship or station. If no prior service, enter, N/A.

(10) Date of Birth: Enter applicant's date of birth. (YYMMDD)

(11) Request for Assignment: The information listed in subparagraphs 040215b(11)(a) through 040215b(11)(h) must be entered in this section:

(a) Mark the block that applies, either Drill Pay Status or Non Pay Status.

(b) Name and address of unit requested.

(c) Activity Processing Code (APC) of unit requested.

(d) Reservation Number.

(e) Reserve Billet Sequence Code (RBSC) of unit requested.

(f) Activity Unit Identification Code (AUIC).

(g) Reserve Unit Identification Code (RUIC).

(h) Navy Reserve Center Code.

(12) Pension: Member is to initial whether or not they are currently drawing a pension, retired pay or disability compensation from the U. S. Government for prior military service, and that they do or do not have a claim pending.

Note: If the member initials they are receiving a pension, retired pay, or disability, he or she must sign a NAVPERS 1070/613, Dual Compensation stating which entitlement they are entitled to draw.

(13) Request: Applicant must certify that they is a member of the Ready Reserve until YYMMDD.

(14) Training: Enter Training Category applying for:

(a) Category A (pay). Requires 48 drills and 12 days active duty for training.

(b) Category B (non-pay). Requires 48 drills and no active duty for training.

(15) Date: Applicant must date and sign this form prior to submitting to the requested Reserve Activity.


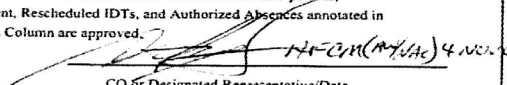
(16) First Endorsement: This is to be completed by the Navy Reserve Center.

(17) Date and Signature: Navy Reserve Center will ensure member signs after the Reserve Activity has completed and accepted the member.

040216. NAVRES 1570/2 Satisfactory Participation Requirement/Record of Unexcused Absences

040217. NAVRES 1570/21 Inactive Duty Training Participation Record. The NAVRES 1570/21 is the drill weekend muster, it is produced prior to the drill weekend listing all member's scheduled to drill. It is the authorizing document for pay signed by the CO or designated representative. Following the applicants first drill weekend contact the Navy Reserve Center to obtain a copy. Submit the IDT participation record to the NAVTALACQGRU for retention in the member's residual file.

NAVRES 1570/21 Inactive Duty Training Participation Record (Provided as sample only)

INACTIVE DUTY TRAINING (IDT) PARTICIPATION RECORD											
RUC: 55617						UNIT:					
IDT PARTICIPATION RECORD											
NAME	DP	11/03/2007			11/04/2007			1ST IDT	2ND IDT	#	REMARKS
		1ST IDT	2ND IDT	#	1ST IDT	2ND IDT	#				
DIVISION: BLUE											
RYER, JOSHUA BRYAN AO3	DP	A	A	Ø	A	A	Ø				Rescheduled 09-30 NOV Enlistment expires: 10/30/2007
Comment											
SCHUMACHER, JACK ALLAN AE1	DP	P	P	2	P	P	2				
Comment											
STEWART, KEVIN GLENN AT1	DP	P	P	2	P	P	2				
Comment											
WILLIAM, TORIANO KUMAR AE3	DP	P	P	2	P	P	2				
Comment											
WRIGHT, LATRINA LASHAWN CHASI PS3	DP	A	A	Ø	A	A	Ø				Rescheduled Enlistment expires: 01/09/2008 8-7 NOV
Comment											
HARRISON, MARIL AD3					P	P	2	P	P	2	
LEGEND: A - Member Absent P - Member Present Posted:  Initials											
I certify that a minimum of four hours were performed, exclusive of meal, for each paid IDT performed. All personnel present and accounted for except those marked 'A' absent above. Unexcused IDT periods, Equivalent, Rescheduled IDTs, and Authorized Absences annotated in Remarks Column are approved.  CO or Designated Representative/Date											

NAVRES 1570/21 (5-93)

The data contained herein is protected by the Privacy Act of 1974. All measures required to protect this information should be taken.

Exhibit 4-1. Sample NAVRES 1570/21 Inactive Duty Training Participation Record (Provided as sample only)

040218. SGLV-8286 Servicemen's Group Life Insurance Election and Certificate

a. Purpose. This form is used to elect, reduce or refuse insurance and state to whom and how insurance should be paid. If an election is made, the member may elect an amount to be received by the beneficiary from \$10,000 up to \$400,000. For Navy Reserve programs only.

b. Instructions. On the date of accession, have member complete the form, sign and date it was completed.

040219. DD Form 258 Fingerprint Card

a. FD Form 258 are no longer accepted by OPM. USMEPCOM personnel are responsible for ensuring fingerprint information for each applicant is submitted electronically to OPM.

b. For personnel who are not processed through MEPS, and whose fingerprints are not submitted via Livescan, will be manually fingerprinted using the FD 258 or SF 87 fingerprint chart. The completed fingerprint chart will be attached to the SF 86, Agency Use Information form and signed release forms, and mailed to OPM. In order to keep overseas (Europe and Guam) fingerprints processing submissions separate from in-house (MEPS) submissions, USMEPCOM requests that all such submissions use the SON 603J and write e-QIP tracking number on the top of this form. In addition to overseas submissions, any fingerprint card submission completed outside the MEPS must use the SON 603J as well. This will ensure submissions done in the field are reported separately from submissions completed in the MEPS.

c. For individuals not able to return to MEPS, the FD 258 or SF 87 fingerprint chart may be completed by any authorized agency and mailed to OPM. Fingerprint checks (ENAC/SAC) are only valid for 120 days.

Note: Fingerprints received more than 14 days after receipt of PSI requests will be rejected by OPM. Fingerprint cards with the e-QIP investigation request number on top of the fingerprint chart must be mailed as outlined below:

For U. S. Postal Service:
e-QIP Rapid Response Team
OPM FIPC
PO Box 618
Boyers, PA 16020

For Federal Express:
e-QIP Rapid Response Team
OPM-FIPC
1137 Branchton Rd.
Boyers, PA 16020.

040220. Employee's Withholding Allowance Certificate (Form W-4)

a. Purpose. To notify the U. S. Government the correct amount of tax to withhold from your pay. For Navy Reserve programs only.

b. Instructions

(1) Have member complete personal allowance worksheet (Items A thru G).

(2) Have member complete employee's withholding allowance certificate (Items 1 thru 8) and sign and date the form at the bottom.

040221. Resume Worksheet

a. Purpose. The purpose of the resume is to document civilian employment used in determining program eligibility and rate/pay grade. Used for Navy Reserve programs only.

b. Recommended resources. Recommended resources in helping the applicant write the resume: Transition Assistance Program (TAP), COOL and standard job description from the company the individual works for or has worked for (ask the applicant if he or she can obtain this to help build the resume).

040222. SF 86 Questionnaire for National Security Positions. PSI submission procedures are outlined in the NASIS guide available on the Recruiting Quarterdeck website. Submit PSI requests with fingerprints (via Livescan) and an SF 86 via NASIS with signed release forms.

a. NASIS will be used to electronically submit investigations for all accessions except in the case of prior service applicants and DEP personnel who have an expired investigation or those who have had a break in service greater than 24 months. For individuals who have a break in contractual military obligation, e.g., DEP discharge, end of active or reserve service obligation, including IRR time, the prior completed investigation becomes invalid after 24 months from the date previous investigation was closed. Applicants not contracted prior to this 24 month break require a new investigation to be submitted, regardless of the status indicated in the Defense Information System for Security (DISS). Recruits will not ship to RTC or TPU prior to having a minimum of a T3 PSI opened or scheduled by OPM. DISS or NASIS can be used to verify a T3 investigation has been opened or scheduled by OPM.

Note: All Nuclear Field and Warrior Challenge Program Future Sailors must have a favorably adjudicated background investigation in DISS indicating eligibility for a Secret clearance prior to shipping to RTC. DoD policy requires all non U.S. citizens to reflect in the DISS system with a clearance eligibility of Scheduled prior to shipping to RTC. When Future Sailors are not eligible to ship within 365 days of DEP date refer to section 030207.

b. NASIS and OPM have recorded SONs for the individual NAVTALACQGRUs and their respective areas. If there is a problem with the PSI, the primary method of contacting the NAVTALACQGRU for correction is via the contact information on file for the applicable SON. It is appropriate for each NAVTALACQGRU to have multiple SONs, one for each location from which PSI requests are submitted. It is recommended that a single point of contact at the NAVTALACQGRU track the SONs, preferably the respective department head. SONs can be requested or updated by submitting PIPS Form 12 for approval and endorsement to the NAVTALACQGRUs security manager. Once approved, the new SON will be provided to the requesting command. This form is available on the NRC SharePoint Portal website.

c. A previously conducted, valid ANACI, PRI, or SSBI that was completed within ten years of accession date may suffice for enlistment purposes. The SSBI must be used in lieu of a T3, if not it must be completed within five years of accession date. Prior non-military investigations will be handled on a case by case basis, validity must be verified by contacting the DONCAF Navy Liaison office located at OPM, COM: (724) 738-0032 or (301) 833-3209. In these cases, individuals must have an SF 86 completed in NASIS.

d. All historical information (residence, education, and employment) request seven years of data. However, prior military, health, civil, drug, alcohol, and financial information must be obtained and documented since date of birth. If information exceeds the time frame for the required field on the NASIS, list the data in the continuation space of the applicant's NASIS record. Omissions may result in rejection of the PSI request. The Navy Liaison Office will submit the investigation to DISS. If the submission is rejected, the Navy Liaison Office must investigate the error code, make the appropriate corrections, and resubmit the investigation.

Note: Recruiters and the NLO are responsible for ensuring all applicant disclosures concerning police involvement, regardless of when occurring or disposition is accurately documented on the SF 86. The recruiter must verify the accuracy of all the information captured on the SF 86 by checking the information against contained on the applicant's Salesforce and PRIDE Mod II records and previous applicant disclosure information obtained during interviews and enlistment application preparation. Coaching applicants to modify, change, or omit any background information on the SF 86 to expedite enlistment processing is strictly prohibited.

e. The applicant must legibly sign and date all forms generated by the NASIS program. There are two ways to sign signature pages, the signature pages with routing number must be printed out and signed by applicant or the applicant can sign their name on the signature pad. Depending upon type of submission, either way is acceptable.

f. The PSI request can be submitted upon completion of the record in NASIS. For applicants processing outside of a MEPS or submissions submitted through signature pads, submit signature pages immediately upon DEP or DER.

g. Occasionally, a PSI submission in NASIS is unsuccessful and the MEPS is unable to produce signature pages for the applicant to sign while they are at MEPS. If this should happen,

an applicant may DEP without submission to DISS. Once the problem with the PSI submission is resolved, print signature pages and submit in NASIS.

h. SF 86 and signature pages must be submitted on date of DEP enlistment. To ensure the SF 86, fingerprints, and signature pages have been transmitted, NAVTALACQGRUs must conduct DISS or NASIS verification within 10 business days of submission and perform a pre-ship verification no later than 60 days prior to accession. If investigation has not been opened, contact the e-QIP Rapid Response Team at (724)-794-5612 extension 4400, option 4.

i. If a PSI has been requested but is no longer required as a result of applicant attrition or non-selection, the NAVTALACQGRU is responsible for canceling the PSI. Prior to requesting cancellation of a PSI, processing personnel should first check the status of the person's record in NASIS.

j. Navy Liaison offices will only process requests using the service code - T3(08B). Therefore, commands are prohibited from contacting OPM and requesting an "Expedited" or "Priority" service investigation.

k. Special Agreement Check (SAC) fingerprints only.

(1) Navy Liaison offices will obtain SAC fingerprint results (sometimes referred to as tech checks) for all personnel entering the DEP and must review and resolve any issues within 30 days of the individual's entry into the DEP. Fingerprint results that reflect unclassifiable must be redone. Any previously undisclosed issues must be resolved by submitting the appropriate waiver or by verifying results as erroneous with the appropriate local authorities. Once these issues are resolved, this information must be forwarded to OPM and SAC results must be retained in the residual record.

(2) Personnel processing through MEPS will have their fingerprints submitted electronically to OPM via Livescan. Personnel who do not process through MEPS, and whose fingerprints are not submitted to OPM via Livescan, will be manually fingerprinted using the FD 258 or SF 87 fingerprint chart refer to [section 040220](#) of this chapter. Livescan fingerprints are only valid for 120 days from the completion of the SAC (not the date prints were taken). Investigations submitted with fingerprints over 120 days old are not valid and must be retransmitted by the MEPS. If the MEPS no longer has valid fingerprints on file, the applicant must return to MEPS to be re-fingerprinted via Livescan.

l. Tracking PSI requests.

(1) To gain access to DISS, security managers or other designated DISS account managers must complete the applicable sections of the Personnel Security System Access Request (PSSAR) (DD Form 2962) and forward completed PSSAR to the NAVCRUITCOM security manager.

(2) All other personnel should fill out the applicable sections of the PSSAR and forward the form to their NAVTALACQGRU's security manager or designated JPAS account manager.

(3) Any person attempting to gain access to DISS must be eligible for a SECRET clearance based on a T3 (or SSBI) investigation completed within the last ten years. If a service member has a secret clearance based on an ENAC, interim access to JPAS can be granted upon OPM accepting a T3 investigation.

(4) NAVTALACQGRU Security Managers can also create individual DISS accounts.

040223. Drug and Alcohol Abuse Statement of Understanding

a. Use of Certificate. The Drug and Alcohol Abuse Statement of Understanding (OPNAV 5350/1), must be completed for all applicants entering the Navy or Navy Reserve.

(1) Applicants complete the form. If they change their responses to an item during processing, they must line through the incorrect answer and initial and date next to the lined-out response or, if there are numerous changes, complete a new statement of understanding.

(2) Procedures

(a) The applicant must first read the Privacy Act Statement before completing the form.

(b) The applicant must initial all applicable boxes and put "N/A" if not applicable.

b. Recruiter's Review of Certificate. Recruiters and recruiting personnel must ensure that the applicant fully understands all the information contained on this form.

Note: Drug use or drug related charges while in DEP are required to be updated prior to accession in Item 26 of the DD Form 1966 in the Remarks Section VI.

040224. NAVCRUIT 1130/120 United States Navy Aberrant Behavior Screening Certificate

a. Use of Certificate. The United States Navy Aberrant Behavior Screening Certificate is used for all applicants entering the DEP.

(1) Applicants complete the form. If they change their responses to an item during processing, they must line through the incorrect answer and initial and date next to the lined-out response, or if there are numerous changes, complete a new certificate.

(2) Procedures

(a) The applicant must first read Sections I and II before completing the form.

(b) The applicant must initial in the “Yes” or “No” column for Section III, items 1 through 7 and sign and date.

b. Recruiter’s Review of Certificate. Recruiters and recruiting personnel use applicant’s responses in determining enlistment eligibility.

(1) Section III, Items 1 through 6. A “Yes” response requires a personal statement explaining the applicant’s degree of involvement and participation in any criminal activity. The NAVTALACQGRU CO must personally interview and determine member’s enlistment eligibility for naval service after a full review of the member’s enlistment application (kit). For the NF Program, a Nuclear Field Type 2 Waiver is required for any “Yes” answer.

(2) Section IV. The recruiter completes this block only after applicant completes Items 1 through 7 and the date and signature block.

CHAPTER 5
ACTIVE COMPONENT PROGRAMS

SECTION 1
NUCLEAR FIELD PROGRAM

050101. General. This program enlists personnel in the active duty Navy with a Nuclear Field (NF) designation and guarantees entry into a Class “A” School that prepares the enlistee for further NF Program training. The program includes training of naval nuclear propulsion plant operators for both the nuclear submarine and surface ship operational and support programs. Applicants who enlist in the NF Program and volunteer for submarine duty must understand they may not be assigned nuclear submarine duty. Needs of the service dictate ultimate assignment after completing nuclear power course of instruction. Recruiters and classifiers must inform NF Program applicants of the opportunities provided to them and the importance of their enlistment in this program. The NF coordinator and NLO classifiers is responsible for applicant’s program eligibility and must be involved with all NF pre-enlistment processing to ensure proper documentation and eligibility.

050102. Qualifications. All applicants must meet the requirements listed below. Those applicants having composite EL and NUC line scores <252 will be further assessed by the Navy Advanced Placement Test (NAPT) per policy contained in chapter four, section 1 of this instruction.

a. Education

(1) HSDG Required. Applicants for the NF Program must be HSDG from a state-accredited high school and coded as “12L”. Applicants who (1) attended any non-traditional program during high school or (2) attained HSDG status by any means other than a state-accredited high school diploma or (3) graduated from a foreign high school, require a NF non-traditional education determination (refer to exhibit 5-5. Nuclear Field Determinations Requirements Matrix) and will be further assessed for satisfactory academic performance on the NAPT.

(2) Transcripts. NF candidates must provide “official” complete high school and, if applicable, college transcripts prior to shipping. These transcripts must be uploaded into PRIDE Mod II.

(3) Algebra. Applicants must have completed one year of high school or college level algebra or higher math with a “C” average or higher. The NAVTALACQGRU ESS, EPO, or CO verifies the applicant’s final algebra grade and documents DD Form 1966, section VI, remarks, in case (a) or any math class used to determine eligibility in case (c) below.

(a) No Final Mark. Applicants whose academic transcript indicates semester or quarter hours but no final mark for algebra, except in the case where all quarter or semester marks indicate a full “C” or higher.

(b) Numeric Grade. Applicants whose academic transcript indicates a numerical algebra grade without providing a number-to-letter conversion scale. If scales are provided they are required to be verified by the NAVTALACQGRU nuclear field coordinator or ESS and must be included with the transcripts in the enlisted service record.

(c) Algebra Equivalents. Some states or educational institutions may have courses which are the equivalent of a full year of algebra, but are identified by another descriptor. Fair and expeditious processing requires the NAVTALACQGRU ESS to review documentation for the questioned course to determine whether the criteria of one full year of Algebra I or higher-level algebra is met. This also includes foreign math courses. Do not include "pre-algebra" type courses. An accredited institution must still issue diplomas and transcripts or an eligibility determination must be obtained for foreign/non-accredited education. Use the following DD Form 1966, section VI, remarks, and entry to document approval of non-algebra titled course(s):

(Date): Determination of (course), taken in the _____ grade, to be the equivalent of one full year of algebra has been made by (NAVTALACQGRU ESS) on (date). (Name and rank of person making entry).

(4) Motivation for Academic Study. Enlistment in the NF Program will be denied to any individual who actively expresses a strong dislike for mathematics and physics. The curriculum at Nuclear Power School and NF Class "A" School emphasizes mathematics, physics, and related topics. Anyone with an aversion to these disciplines will not be properly motivated and will likely be an academic failure if accepted into the Nuclear Field.

(5) Eligibility. Use exhibit 5-1. Nuclear Field Program Academic Eligibility to determine a candidate's eligibility based on high school/college math grades, time since each math course, and junior or senior year grade point averages.

b. Character. DD Form 369 Police Record Checks must be ran and completed on all applicants being enlisted or reclassified into the NF Program.

c. Drug Usage. Refer to chapter 2 for program eligibility.

d. Citizenship

(1) Must be U.S. citizen. Use exhibit 5-2. Nuclear Field Program Citizenship Eligibility to obtain renunciation and determination guidance.

(2) Applicants holding dual citizenship are not eligible. Applicants must formally renounce their foreign citizenship or receive confirmation otherwise to non-citizenship status and then submit the appropriate NF Determination.

(3) Applicants must be able to answer "No" to all questions in the "association record" section of the SF 86 to be eligible.

e. RTC Medical Screening and Physical. All applicants will sign the NAVPERS 1070/613 Nuclear Field Medical Statement of Understanding acknowledging that RTC will conduct a comprehensive medical screening and physical to determine eligibility. A signed copy must be inserted into the applicant's PRIDE Mod II record.

f. Financial. Applicants must have a clear financial record. Applicants answering "yes" to any of the financial questions on the SF 86 require a financial determination per exhibit 5-5. Nuclear Field Determinations Requirements Matrix.

g. Age. Applicants must be younger than 25 years of age by their shipping date. Exceptions to this policy will be limited to applicants <28 years of age at time of shipping and require a NF determination per exhibit 5-5.

050103. Nuclear Field Eligibility Pre-Screening and Determinations. All applicants desiring to enter the NF must be screened on one of three levels of approval, based on the severity of risk factors being considered. This is accomplished by sending a completed nuclear field eligibility worksheet (NFEW) and supporting documentation as required to NAVCRUITCOM Nuclear Field and Submarine Accessions (N313) for all prospective applicants to the NF.

a. Nuclear Field Eligibility Worksheet (NFEW). The NFEW is a standalone legal document and will include in the comments section sufficient information to summarize the circumstances surrounding the applicant's eligibility determination. The NFEW can be found on the NRC SharePoint Portal forms section.

(1) Only in extreme circumstances will an applicant requiring an Academic determination in conjunction with any other three determinations be considered for NF program enlistment.

(2) If the applicant does not require a NF eligibility determination for any requirement in section 050104 the applicant may be enlisted into the NF without further delay, however NAVCRUITCOM N313 may direct submission of additional documents to support a NF program eligibility.

Note: Type 2 and 3 NF program eligibility determinations require review and approval outside of NAVCRUITCOM making it difficult to accurately predict turn-around time for these determinations. Estimated turnaround time for Type 1 determinations generally take between one and two weeks.

(3) Type 3 determinations will be processed for a selection slate. Disapproved Type 1 and Type 2 determinations may be submitted to the Type 3 slate for further evaluation. NAVCRUITCOM N313 will submit the Type 3 slate to Naval Reactors during the second week of the month.

b. Supporting Documentation. Supporting documentation should be submitted to negotiate any derogatory remarks for all applicants regardless if the incident requires an eligibility

determination. All required documentation is listed on the “NF supporting evidence” spread sheet found on the NRC SharePoint Portal forms section. Examples may include: Hand written statements and police record checks for all civil offenses, financial documents or paid in full receipts for financial concerns, renunciation certificates or non-acquisition confirmation for citizenship, security clearance adjudication for anything related to security concerns.

c. Determination Approval Levels.

(1) Type 1 Determination (low risk). Final approval NAVCRUITCOM N313.

(2) Type 2 Determination (medium risk). Final approval OPNAV N133D.

(3) Type 3 Determination (high risk). Final approval Naval Reactors.

d. NF Eligibility Determination Processing. The NF coordinator will enter all pertinent information onto the NFEW screening form. The NFEW will calculate line scores to assist in determining ASVAB eligibility for the Nuclear Field. After all eligibility determination conditions are entered and the NF Coordinator has assessed what determinations are required the NFEW will be processed as a NF Type 1, Type 2, or Type 3 eligibility determination. Regardless of the level of approval or whether the determination is approved or disapproved, the results of each separate determination must be documented on DD Form 1966, Section VI remarks.

(1) The following entry must be used for all determinations:

(Date): Applicant received approved (non-waiver, academic, citizenship, age, etc.) (Type 1, Type 2, Type 3) determination from (NAVCRUITCOM N313, DCNO N133D, Naval Reactors) on (date).

(Name, Rank, Title)
By direction of the CO

(2) Each will be processed as indicated in subparagraphs 050103e and 050103f.

e. NF Processing Procedures. The NF coordinator will enter data on a NFEW screening form and assess based on the requirements of this manual whether to submit a NF Type 1, Type 2, or Type 3 eligibility determination.

(1) Assemble all required documents per the “NF Supporting Evidence” on the NRC SharePoint Portal forms section and any additional documents as deemed necessary by NAVCRUITCOM N313 or those under the discretion of the NF coordinator that may dispute any behaviors negatively impacting the decision of eligibility.

(2) Email the NFEW screening form with required documents to NAVCRUITCOM N313 for continued processing.

(3) NAVCRUITCOM N313 will contact the originating NAVTALACQGRU with the final disposition.

f. Candidates requiring a NF eligibility determination must include college academic records, if applicable, to assist in the eligibility determination authority's evaluation of the candidate's academic motivation. College records will aid in the screening process of candidates with marginal high school performance. A copy of all eligibility determinations conducted must be documented in the applicant's record prior to shipping to RTC.

050104. Nuclear Field Eligibility Determination Requirements

a. Academic. Refer to exhibit 5-1.

b. Citizenship. Refer to exhibit 5-2.

c. Drug. Refer to exhibit 5-3 Nuclear Field Program Matrix, block A, for program eligibility requirements.

d. Civil

(1) Applicants who admit to having been arrested for, charged with, or convicted of any offense whatsoever, regardless of the final disposition (even if dismissed or expunged), may not enlist in the Nuclear Field Program without an eligibility determination. The only exceptions to this rule are applicants who admit to, have been charged with, or have been convicted of five or less minor traffic offenses (except contempt of court for minor traffic violations and failure to appear, which require a Type 1 civil determination) over the past two years may enlist without a character eligibility determination, and applicants who admits to having been arrested for, charged with, or convicted of one of the misdemeanors listed in subparagraphs 050104d(1)(a) through 050104d(1)(j), may enlist in the Nuclear Field Program without a character program eligibility determination (a BEERs determination may still be required):

(a) Disorderly conduct.

(b) Purchase, possession, or use of tobacco products by minors.

(c) Malicious mischief prior to age 16.including truancy from school.

(d) Petty larceny prior to age 16 (value less than \$100), to include shoplifting and fare evasion.

(e) Vandalism.

- (f) Littering.
- (g) Trespassing.
- (h) Violation of fireworks laws.
- (i) Violation of fish and game laws.
- (j) Curfew violations.

Note: This list only applies to offenses which occurred prior to DEP-in.

(2) When an applicant admits to being arrested for, charged with (regardless of the ultimate disposition of the charge or arrest), or convicted of any offense other than those listed in subparagraphs 050104d(1)(a) through 050104d(1)(j), or of more than one of the listed misdemeanors, or of more than one occurrence of any of the listed misdemeanors, or any alcohol related offense, submit a NF Type 2 eligibility determination.

Note: Include previous civil involvement in all subsequent civil determinations. In submitting such requests, keep in mind the guidelines listed in subparagraphs 050104d(2)(a) through 050104d(2)(d), which will be applied by the reviewing authorities.

(a) Any person convicted of, or who has been identified as having committed, a serious crime will not be accepted. A serious offense is considered to be one that includes misconduct of a kind punishable by dishonorable discharge or confinement for more than one year, as set forth in the Table of Maximum Punishments, Appendix 12, Manual for Courts Martial, United States (2008 edition) (refer to chapter 2, [section 9](#) for examples of felonies).

(b) Any applicant who admits to having been arrested for, charged with, or convicted of repeated minor offenses may be accepted. A minor offense is considered to be one as defined by the Manual of Courts Martial, United States (2008 edition) paragraph V 1.e (refer to chapter 2, [section 9](#) for examples of minor offenses).

(c) Any single minor offense that involves moral turpitude, or evidences unreliability, such as theft (including shoplifting >\$100), assault and battery, carrying a concealed weapon, etc., may be considered disqualifying depending on the nature of the specific offense and the attending circumstances and may be directed to be submitted as a Type 3 determination.

(d) Individuals with a record of more than five minor traffic offenses in the past two years or an overall driving record with a history of repeated offenses or accident must have their cases reviewed for evidence of unreliability, recklessness of character, or basic disregard for properly constituted authority.

e. Civil in DEP. Refer to exhibit 5-5.

f. Financial. Applicants must have a clear financial record. Applicants answering “Yes” to any of the financial questions on the SF 86 involving past delinquencies that have since been paid or settled and are no longer outstanding must submit a Type 1 eligibility determination. All other “Yes” answers that involve unresolved debt must submit a Type 2 eligibility determination if less than \$10,000 cumulative total. If greater than \$10,000 or uncollected accounts, bankruptcies repossessions, or failure to pay taxes, it will be routed as a Type 3 determination. The applicant’s package must include a financial agreement from the lending agency or other documents such as a credit report which clearly shows the account is current.

g. Non-Traditional Education. An applicant that requires a non-traditional education eligibility determination must be given the NAPT to better assess their ability to succeed in the NF. The eligibility determination and the kit must document a NAVTALACQGRU ESS’ review of the applicant’s academic background and determine that the applicant’s scholastic preparation is commensurate with that of a HSDG from a state accredited high school. A non-traditional education eligibility determination is required if any of the conditions listed in subparagraphs 050104g(1) through 050104g(4) are met:

(1) An applicant who complete both high school algebra I/II courses through a curriculum other than a traditional classroom setting (this includes home school) requires a non-traditional education eligibility determination, unless the applicant has successfully completed at least one full year of qualifying mathematics courses in a traditional setting following the non-traditional algebra courses, not to include geometry, with a C average then a non-traditional education eligibility determination is not required.

(2) If the applicant has successfully completed at least one full year of qualifying mathematics courses in a traditional setting following algebra I/II, not to include geometry, then a non-traditional education eligibility determination is not required.

(3) An applicant attains HSDG status by any means other than graduation from a State accredited high school requires a non-traditional education eligibility determination. Education codes 7, 8, B, H, and M will require a non-traditional education eligibility determination. Education codes D, K, and N require a non-traditional education eligibility determination if the applicant did not graduate from a traditional State accredited high school. For example, an applicant that did not complete high school but went to college and attained his Associate Degree would be coded as “14D,” but would require a non-traditional education eligibility determination.

(4) An applicant that graduates from a foreign, non-DoD high school requires a non-traditional education eligibility determination. If the applicant attended a foreign high school but graduated from a DoD or U.S. state accredited high school, a non-traditional education eligibility determination is not required.

h. Prior Service. For the purpose of enlistment into the NF Program, prior service applicants are defined as anyone who has served one or more days of active duty or reserve service, including the National Guard, reservists, service academy and ROTC dropouts, and anyone who has been to RTC. This “prior service” definition is for NF eligibility only. NF applicants with less than 180 days of prior service will continue to be decremented against NPS goal. All should be processed per exhibit 5-5.

i. DEP Discharge. An applicant who has been DEP discharged from any branch of service for any reason will be processed per exhibit 5-5 with a thorough explanation of the circumstances.

j. Age. All applicants > 25 years of age at shipping require an age determination per exhibit 5-5.

k. Type 2 NAAPT Retest. Refer to [chapter 5 section 1](#) for eligibility determination requirements.

050105. Delayed Entry Nuclear Field Program (DEN). The DEN status was developed to allow provisional enlistment into the Nuclear Field while waiting high school transcripts or NF eligibility determination disposition but will not be authorized for Type 3 determinations. Only those applicants who have a high probability of being accepted into the NF Program will be permitted to enlist as a DEN and enlistment authority will not be delegated below the NAVCRUITCOM level. Enlistment of applicants eligible for DEN will be processed using the procedures below.

a. If awaiting an NF eligibility determination:

(1) Final determination approval must be received prior to shipping applicants to RTC with a NF guarantee. Requests for DEN will be submitted to NAVCRUITCOM N313 on a NFEW screening form with the letters “DEN” clearly marked in the remarks section. All eligibility determination reasons will be annotated on the NFEW screening form requesting DEN authority and include available supporting eligibility determination documentation. If enlistment into DEN is approved, submission of NF eligibility determination (with all supporting documentation) must be submitted to NAVCRUITCOM N313 as soon as documentation is available. Once NF eligibility determination disposition is received, the applicant must be reclassified into the NF DEP or cancelled out of DEN status. Applicants in a DEN status will be precluded from being confirmed on ship date. Applicants awaiting eligibility determinations should not normally remain in DEN status for greater than 30 days from contracting.

(2) DENs awaiting eligibility determinations must be written to ship no earlier than 30 days from the contracting date to allow NF eligibility determination processing.

(3) Upon approval/disapproval, a DEN must be converted to NF DEP via CHGACC or cancelled (as appropriate) by the MEPS Classifier.

b. If unable to obtain high school transcripts due to school closure:

(1) Obtain a personal statement from the applicant regarding applicable grades and requirements of exhibit 5-1 (e.g., withdrawals, drops, and time since each class). If the applicant is eligible, NAVCRUITCOM N313 will grant a DEN to allow provisional enlistment until the requirements of exhibit 5-1 can be verified. Applicants awaiting transcripts should not remain in DEN status for greater than 30 days from contracting.

(2) When the transcript is received, personnel making service record entries must verify that the applicant is still eligible for the Nuclear Program and submit all applicable eligibility determinations.

(3) Do not submit any eligibility determination (e.g., civil or financial) without a high school transcript, and college transcripts if applicable. Once the transcript is obtained, eligibility determinations may be submitted.

c. Prior to contracting, brief, and have the applicant sign the NAVPERS 1070/613, Delayed Enlistment Nuclear (DEN) Administrative Remarks stating they understand that they are being permitted classification into the Nuclear Program pending eligibility determination disposition from higher authority. (The DEN NAVPERS 1070/613 is electronically available in a PDF fillable form on the NAVCRUITCOM Forms web page). Ensure they understand that if higher authority disapproves their eligibility determination request, they will have the option to reclassify or be released from contract.

d. NF applicants who are awaiting a medical determination must also sign the NAVPERS 1070/613, Delayed Entry Medical (DEM) Program Administrative Remarks prior to contracting. Ensure they understand that they are being permitted classification in the Nuclear Program pending a medical determination disposition from higher authority, and that if higher authority determines that a medical determination is not appropriate, the applicant will be disqualified for enlistment and will be discharged from the DEP.

e. Seats reserved through the DEN option will appear on the NETCON, AAQAL, and DEPQAL. DENs may not be converted to NF DEP until receipt of final written determination approval.

050106. Apprenticeship. All applicants will be enlisted in the Fireman Apprenticeship.

050107. Term of Enlistment. Applicants must enlist in the U.S. Navy for four years and concurrently execute a NAVPERS 1070/621 Agreement to Extend Enlistment for 24 months. Specific wording of the extension narrative is:

“Training in the Nuclear Field. MILPERSMAN 1510-030 and MILPERSMAN 1306-500, 1306-502, and 1306-504 (NF) are governing directives. Advancement to Rate and Grade per MILPERSMAN 1430-010. I understand that this extension of active service becomes binding upon execution, and thereafter may not be cancelled, except as set forth in MILPERSMAN

1160-040 and 1510-030. In particular, I understand that when I accept advancement to E4, 12 months of this agreement may not be cancelled whether or not I complete Nuclear Power or Advanced Training.

This is my first enlistment.
Total aggregate of extension: 24 months.”

050108. General Apprenticeship and Paygrade

a. Entry Paygrade. All accepted applicants are DEP enlisted as E1 then advanced to paygrade E3 upon entry onto active duty. Advancement to paygrade E4 is authorized only after enlistees complete all advancement in rate requirements (to include minimum time in rate) and Class “A” School provided they maintain eligibility.

b. Class “A” School Non-Completion. The member will be administratively reduced in paygrade to E2 or E1, depending upon their time in rate on the disenrollment date, if they do not complete NF Class “A” School for any reason.

c. Conditions. Disenrollment from the program due solely to not volunteering is not authorized. Extension cancellations are not authorized. Extension cancellation due to disenrollment from, or non-enrollment in, advanced training is per MILPERSMAN article 1160-040. Applicants must be specifically counseled that:

(1) If advancement to E4 has been accepted, one year of the extension is binding whether or not advanced training is completed.

(2) If found not desirable for program continuation, and advancement to E4 has not been accepted and advanced training has not commenced, enlistees retain their current paygrade and the extension agreement is cancelled.

(3) If found not desirable for program continuation, and automatic advancement has not been accepted but advanced training has commenced, enlistees will be required to repay three months additional obligated service (beyond the four-year point) for each month of advanced training received up to a maximum of two years additional obligated service.

(4) If all advanced training is completed but advancement to E4 is not accepted the two-year extension is still effective as the enlistee completed the advanced training.

(5) Enlistees retain the choice of whether to accept advancement to E4. If accepted, enlistees are bound for five of the six years. Regardless of acceptance of E4 the Chief of Naval Personnel decides whether to order enlistees to advanced training. This decision is based on the probability of successful advanced training completion and does take into account the enlistee’s motivation and Class “A” School performance. Enlistees who are qualified for advanced training are ordered to that training based on their qualifications and not the decision regarding advancement to E4.

050109. Nuclear Field Class “A” School

a. Ratings. All enlistees will attend the NF Class “A” School for training in one of the ratings listed in subparagraphs 050109a(1) through 050109a(3).

(1) Electronics Technician (ET)

(2) Electrician’s Mate (EM)

(3) Machinist’s Mate (MM)

b. No Guarantees. Enlistees are not guaranteed a specific Class “A” School.

050110. Training Cycle. NF personnel are transferred from one phase of training to the next without undue delay. Enlistees are normally assigned to NF Class “A” School immediately after completion of Recruit Training, NAVET Classification and Outfitting at Recruit Training, or OSVET training, as applicable. The normal training cycle is:

a. Recruit Training (Great Lakes, IL).

b. NF Class “A” School (Charleston, SC).

c. Basic Nuclear Power Course at Nuclear Power School (Charleston, SC).

d. Nuclear Propulsion Plant Operator Course at Nuclear Power Training Unit (Ballston Spa, NY or Charleston, SC). Selected graduates of mechanical operator training are given additional training as Engineering Laboratory Technicians (ELT) or Propulsion Plant Operator Welders.

e. Duty Assignment. After prototype training, nuclear propulsion plant operators are assigned to duty per the needs of the Navy.

050111. Disposition of Those Who Fail To Qualify. Enlistees failing to graduate from any phase of training are not eligible for further NF Program training without prior approval from DCNO (N133D).

050112. Nuclear Field Statement of Understanding. All applicants must read and sign NAVPERS 1070/613 NF Statement of Understanding (which is available electronically on the NAVCRUITCOM SharePoint Portal forms section). The signed NF Statement of Understanding and NAVCRUIT 1133/52 Enlistment Guarantees must be uploaded into PRIDE Mod II. Additionally, NF Program enlistees may be eligible for an enlistment bonus (EB), Navy college fund (NCF), or combination of EB/NCF. Applicants cannot change their decision once an option is selected. Annotate the applicant’s decision accordingly on the NAVCRUIT 1133/52 and NAVCRUIT 1133/102 Enlistment Bonus Statement of Understanding per chapter 4, section 5.

Note: For submarine volunteers: All NF applicants will be briefed on submarine duty and it's opportunities by the NF coordinator or a qualified submarine trained recruiter/classifier. Any applicants indicating an interest in submarine volunteer opportunities will be required to complete a Submarine Volunteer NAVPERS 1070/613 (found in the NAVCRUITCOM SharePoint Portal forms section).

050113. Nuclear Field Applicant Pre-Ship Screening. All NF Future Sailors must be screened within 30 working days prior to shipping to re-verify eligibility. The EPDS or the NF coordinator is required to complete the NF pre-ship screening certificate (available on the NAVCRUITCOM Directives web page). The screening can be conducted in person or by telephone. Upon screening completion the EPDS or NF Coordinator will verify the applicant's eligibility and ensure appropriate determinations are submitted as necessary. The completed NF pre-ship screening certificate will be signed by the EPDS or NF coordinator and the applicant if the interview is conducted in person. A copy will be uploaded into PRIDE Mod II. Exhibit 5-4 Nuclear Field Pre-Ship Screening Certificate Instructions provides instructions and provides the basis for each question. It should be consulted to determine if the applicant has maintained their eligibility for the Nuclear Field. It also serves as a guide to the interviewer.

050114. Nuclear Field Accession Data Collection. NAVCRUITCOM N313 will collect data on all applicants accepted into the nuclear field for comparison with NNPTC graduation or drop data and future analysis of program eligibility requirements. This data will be used for no other purpose and will be limited to the following: date, name, NAVTALACQGRU, education code, age, AFQT, EL and NUC composites, NAPT score (if taken), math points, high school GPA and high school class rank (if known) and NF program determinations granted.

NUCLEAR FIELD PROGRAM ACADEMIC ELIGIBILITY

1. Basic: Must pass one full year of high school or college level algebra, which may have been taken prior to high school (Reference: Article 050102a(3)). If not, the applicant is ineligible for the NF program.

2. Determination Requirements

a. Academic determinations are automatically required for any of the circumstances listed in subparagraphs 2a(1) through 2a(6).

(1) Greater than five years since the last qualifying math course was completed and passed.

(2) Received a final, semester or quarter grade of 'D' or below in any high school qualifying math class.

(3) Withdrew from or repeated any portion of any high qualifying math class.

(4) Received a final or semester GPA of less than 2.0 or 'C' equivalent in the junior or senior year of high school.

(5) Applicant's EL and NUC composite scores are both <245 ($VE+AR+MK+MC<245$ and $AR+MK+EI+GS<245$).

(6) For a NF qualified applicant whose other composite line score is less than 235 a Type 3 academic determination is required.

b. 50 Point System

(1) Assign the values from table 5.1 to each qualifying math course the applicant has completed within the specified time frame. Point values are for FULL YEAR courses. Divide by 2 for semesters, by 3 for trimesters, etc. If partial year and final grades are assigned you can use either to calculate points. Time since is based on date of screening.

(2) Qualifying math courses are: Algebra (I, II, III), geometry, trigonometry, pre-calculus, calculus, differential equations, linear algebra, advanced algebra, number theory, theoretical math or any higher level math course as determined by the NAVTALACQGRU EDSPEC, EPO or CO. Contact NAVCRUITCOM N313 if any doubt exists as to whether a course is a qualifying math.

(3) If the applicant takes the NAPT, award one point for every point scored above 60. For example, if the applicant scored 69 on the NAPT, add 9 to their table total.

(4) If the applicant's "Math Score" is 50 or higher, and they don't automatically trigger a determination requirement from subparagraphs 2a(1) through 2a(6), no academic determination is required.

(5) All NF applicants' Math Scores will be entered on DD Form 1966/4 remarks section. Sample entry:

(6) For an applicant qualified as a NF, if the other composite line score is less than 235 a Type 3 academic determination is required.

(Date): NF Math Score calculated per CRUITMAN chapter 5, exhibit 5-1. Total Points obtained: _____.

(Type or print name, grade/title of certifying individual)

Table 5.1 Nuclear Field Program Academic Eligibility
50 POINT SYSTEM FOR MATH FINISHED WITHIN THE PAST

Grade/Time	5 Years	4 Years	3 Years	2 Years	1 Year
A	15	20	25	30	40
B	12.5	17.5	22.5	27.5	35
C	10	15	20	25	30
D	0	0	2.5	5.0	10
FAIL	0	0	0	0	0

Note: A Letter of Recommendation from High School or Community College Teachers and Coaches, College Professors, Employers are highly recommended to be included in the enlistment package for NF, IWC, and Warrior Challenge applicants.

NUCLEAR FIELD PROGRAM CITIZENSHIP ELIGIBILITY

1. If any of the criteria apply in subparagraphs 1a through 1f, send a Nuclear Field Type 2 Determination to NAVCRUITCOM N313:
 - a. Applicant is a naturalized U.S. citizen.
 - b. Applicant is now, or has been, employed by or is now, or has been, an agent of a foreign country.
 - c. The applicant's spouse or one or both of the applicant's parents, step-parents, or guardians can currently be considered citizens of another country.
 - d. Applicant has immediate family members or other persons to whom they are bound by affection or obligation residing in any foreign country except when such family members or other persons are in that country under the auspices of the U.S. Government.
 - e. A NF Type 1 Determination must be submitted if the applicant was born in the U.S. but their spouse or one or both of their parents, step-parents, or guardians are naturalized U.S. citizens.
 - f. The citizenship flow chart below will be used as an aid to determine citizenship eligibility and requirements for renunciation.
2. In the comments section of the NFEW, the format will be as such:
 - a. Request a Type (I or II) citizenship waiver for applicant. Mother or father was born in (country) (recognized/not recognized). Mother entered country on (date) and was naturalized at (location) on (date). Naturalization number is (include #).
 - b. Renunciation (is/is not) required and (is/is not) included with the package. Applicant (does not or has) ties to personnel living in (country).

NUCLEAR FIELD PROGRAM MATRIX

Rating/ School	ASVAB Test Score Qualifications	Minimum NAPT	Vision	NCP	NH	SCE	Mos Oblig Svc	US Cit	Remarks
Nuclear Field (NF)	NFa: $VE+AR+MK+MC \geq 252$ Or $AR+MK+EI+GS \geq 252$ And Both Line Scores ≥ 235	NAPT not required if qualified using NFa scores.		X			X	X	ASVAB: NFa applicants must have one line score ≥ 252 . If either score < 235 , Type 3 academic determination is required. NFb applicants must have both line scores ≥ 235 . NO DETERMINATIONS WILL BE GRANTED. Age: At least 17 years old but have not reached 25 th birthday by ship date (case by case approval for over max age). Marijuana: Commander, Navy Recruiting Command (N313) (1-10X). DCNO (N133D) (more than 10X). No use in the last 6 months. Character: Police Record Checks required (refer to chapter 3). Any offense (except minor traffic) in DEP is an eligibility determination. Education/Academic: Must provide complete high school transcripts. Must have completed one full year of algebra in HS or college or higher qualifying math with a "C". Note: If a submarine volunteer, must sign NAVPERS 1070/613 for Submarine Volunteer.
	NFb: $\left[\begin{array}{l} VE+AR+MK+MC \geq 235 \\ \text{And} \\ AR+MK+EI+GS \geq 235 \end{array} \right]$ And $\left[\begin{array}{l} VE+AR+MK+MC+NAPT \geq 290 \\ \text{And} \\ AR+MK+EI+GS+NAPT \geq 290 \end{array} \right]$	Minimum NAPT 55 if qualified using NFb scores. (55 also for retest)							

Exhibit 5-3. Nuclear Field Program Matrix

NUCLEAR FIELD PRE-SHIP SCREENING CERTIFICATE INSTRUCTIONS

1. These instructions provide a guide to help determine the eligibility of NF Future Sailors and to recertify their eligibility prior to shipping. This is not an all-inclusive list of program eligibility. This list of was formulated using the questions the NF advisors will ask recruits at RTC and provides the interviewer with guidance based on the answer provided by the applicant. The completed Nuclear Field pre-ship screening certificate (available electronically in a PDF fillable format on the NAVCRUIT Forms web page) will be uploaded in the applicant’s PRIDE Mod II record and the NF Advisors will take the applicant’s integrity into account if there are discrepancies. Stress to the applicant that now is the time to be honest; they have choices and we can help them.

2. If this instruction sheet states that an eligibility determination may be required, refer to the applicable portion of COMNAVCRUITCOMINST 1130.8. If questions still remain regarding determination requirements, contact NAVCRUITCOM N313 at (901) 874-9253/9231.

NUCLEAR FIELD PRE-SHIP SCREENING CERTIFICATE		
QUESTION	RECERTIFICATION	
	YES	NO
A. Citizenship		
1. Are you a citizen of a country other than the U. S.? If yes, the applicant is not eligible for the NF.		
2. Were you born outside the United States? Data needed to determine eligibility with questions below.		
3. Are you a naturalized citizen? If YES, applicant requires a Type 2 citizenship determination.		
4. Are you a dual citizen? If YES, the applicant is not eligible for the NF.		
5. Were any of your parents, stepparents, guardians, or your spouse born outside of the United States? If YES, the applicant may require a citizenship determination. Determination required if any of the above are naturalized U. S. citizens or citizens of other countries.		
6. Are any of your parents, stepparents, guardians, or your spouse citizens of a foreign country? If YES, the applicant requires a Type 2 citizenship determination.		
7. Are any of your parents, stepparents, guardians, or your spouse naturalized U. S. citizens? If YES and applicant was born in the U.S., applicant requires a Type 1 citizenship determination. If YES and applicant was born outside the U. S., applicant requires a Type 2 citizenship determination.		
8. Is anyone in your immediate family residing outside the United States? (Family members who are employed or contracted by the U. S. government are exempt.) If YES, a Type 1 citizenship determination is required.		

Exhibit 5-4. Nuclear Field Pre-Ship Screening Certificate Instructions

NUCLEAR FIELD PRE-SHIP SCREENING CERTIFICATE INSTRUCTIONS (CONTINUED)

NUCLEAR FIELD PRE-SHIP SCREENING CERTIFICATE		
QUESTION	RECERTIFICATION	
	YES	NO
B. Prior Service		
1. Have you ever served in the Armed Forces (i.e., active duty, Reserve, or the National Guard)? If YES, the applicant requires a Type 2 prior service determination.		
2. Have you ever been disenrolled from any ROTC program or any of the service academies? If YES, the applicant requires a Type 2 prior service determination.		
3. Have you ever been discharged from the Delayed Entry Program for any branch of the Military? If YES, requires a Type 2 DEP Discharge eligibility determination.		
C. Financial		
1. Have you filed a petition under any chapter of the bankruptcy code? If "Yes," indicate type. If YES, the applicant requires a Type 3 financial determination.		
2. Have you had any possessions or property voluntarily or involuntarily repossessed or foreclosed? If YES, the applicant requires a Type 3 financial determination.		
3. Have you failed to pay Federal, State, or other taxes, or to file a tax return, when required by law or ordinance? If YES, the applicant requires a Type 3 financial determination.		
4. Have you had a lien placed against your property for failing to pay taxes or other debts? If YES, the applicant requires a Type 3 financial determination.		
5. Have you had a judgment entered against you? If YES, the applicant requires a Type 2 financial determination.		
6. Have you defaulted on any type of loan? If YES, the applicant requires a Type 2 financial determination.		
7. Have you had bills or debts turned over to a collection agency? If YES, and the debt has been paid in full the applicant requires a Type 1 financial determination. Otherwise a Type 2 determination.		
8. Have you had any account or credit card suspended, charged off, or cancelled for failing to pay as agreed? If YES, a Type 2 financial determination is required.		
9. Have you been evicted for non-payment of financial obligations? If YES, the applicant requires a Type 2 financial determination.		
10. Have you been delinquent on court-imposed alimony/child support payments? If YES, applicant requires Type 2 financial determination.		
11. Have your wages, benefits, or assets been garnished or attached for any reason? If YES, applicant requires Type 2 financial determination.		
12. Have you been counseled, warned, or disciplined for violating terms of agreement for a travel or credit card provided by your employer? If YES, applicant requires a Type 2 financial determination.		
13. Have you been over 180 days delinquent on any debt(s)? If YES, a Type 2 financial determination may be required.		
14. Are you more than 90 days delinquent on any debt(s)? If YES, a Type 2 financial determination may be required.		
15. Have you ever experienced financial problems due to gambling? If YES, a Type 2 financial determination is required.		
16. Are you delinquent on any Federal debt? If YES, the applicant requires a Type 2 financial determination.		

NUCLEAR FIELD PRE-SHIP SCREENING CERTIFICATE INSTRUCTIONS (CONTINUED)

NUCLEAR FIELD PRE-SHIP SCREENING CERTIFICATE		
QUESTION	RECERTIFICATION	
	YES	NO
D. Academic		
1. Have you ever failed, withdrawn from, repeated, or received a D in any portion (quarter, semester, or entire year) of a high school qualifying math class? This is regardless of reason, or what is stated on your transcripts. If YES and the course was not statistics, business math, or computer math, the applicant requires an academic determination.		
2. Have you received an overall GPA of less than 2.0 or "C" equivalent in your junior or senior year of high school? If YES the applicant requires an academic determination.		
3. Has it been greater than 5 years since you completed your most recent math class? If yes the applicant requires an academic determination.		
E. Non-Traditional Education		
1. Did you complete any high school math course at a place other than a traditional high school or college? If YES, a non-traditional education determination may be required.		
2. Did you graduate from a non-traditional high school? If YES, a non-traditional education determination is required.		
3. Did you graduate from a foreign, non-DoD high school? If YES, a non-traditional education determination is required.		
F. Civil/Civil in DEP		
1. Have you ever been charged with or arrested for anything other than a minor traffic violation, even if the charges were dropped? If YES, a civil determination may be required.		
2. Do you have a combined total of six or more speeding tickets, parking tickets and moving violations? If YES, a civil determination may be required.		
3. During your time in DEP, have you committed, been arrested for or charged with any crime whatsoever? If YES, a Civil in DEP determination may be required.		
G. Age		
1. When do you turn 25? If the ship date is after the date the applicant turns 25, an age determination is required.		
H. Drug		
1. Have you ever used marijuana? If yes, number of times? ____ 1-3 times requires CO-level NF program determination. 4-10 times requires NAVCRUITCOM-level NF program determination. >10 times requires Type 1 Drug determination. If the applicant has used marijuana even once, and requires another determination (such as an academic determination), the determination must be a drug and academic determination.		
2. Have you ever used any other illegal drugs? If yes, the applicant is not eligible for the NF Program.		
3. Have you used any illegal drugs while in DEP? If marijuana use occurs in DEP, Future Sailor is no longer eligible for NF Program and must be reclassified or DEP discharged.		
Ensure the classifier has documented the date-time-group of the current EB message.		
Ensure the classifier has documented the NAPT results, if taken, on DD Form 1966.		
Ensure NF Coordinator or EPDS has verified in JPAS a NACLE/Tier 3 investigation was favorably adjudicated with eligibility for secret clearance.		

Exhibit 5-4A. Nuclear Field Pre-Ship Screening Certificate Instructions (Continued)

NUCLEAR FIELD DETERMINATIONS REQUIREMENTS MATRIX

All determinations will be routed to the highest approval authority that any one determination within an applicant's record requires.			
Example: Applicant needs an AC (TYPE1), a CIT(TYPE 2), and DR (TYPE 3) will require the entire package to be routed as a TYPE 3 determination.			
All resubmittals will include all previous determinations checked on the NFEW and the original NFEW in the supporting documentation.			
DETERMINATION REQUIREMENTS	TYPE 1 APPROVAL NAVCRUITCOM N313	TYPE 2 APPROVAL OPNAV N133D	TYPE 3 APPROVAL NAVSEA 08
NO ADDITIONAL DETERMINATION	ALL *NOTE 1		
ACADEMIC (AC) EXHIBIT 5-1	1. May be granted by NAVCRUITCOM if requested for any one occurrence of the academic criteria listed in Exhibit 5-1. 2. May be granted if multiple "D's" in any semester/quarter/final math course grade were mitigated by subsequently completing a higher level math course with a passing grade \geq "B."	ALL Other AC Determinations not listed under TYPE 1 APPROVAL	
NON-TRADITIONAL EDUCATION (NTE) NOTE 2	May be granted by NAVCRUITCOM if the applicant qualifies as a NF'A' \geq 252 NUC or EL line scores	All NTE determination for NF'B' applicants (NUC and EL lines scores $<$ 252)	
CIVIL (CIV)	1. All Traffic Offenses 2. Multiple occurrences of those charges listed in 010104.d	1. All 200 Series Offenses 2. ALL alcohol related offenses	1. Any Multiple Offenses regarding Alcohol 2. All 300 Series Offenses
DRUG (DR) VOL II, Table 2.18	1 - 10 MJ USE ONLY	11 or more times MJ USE Single Marijuana Offense Conviction including paraphernalia	Multiple Marijuana Offenses (Charges, Convictions, self-admitting to, or combination of) <u>Multiple convictions are ineligible</u>
FINANCIAL (FIN) *NOTE 3 *NOTE 4	ALL request for financial determinations except unpaid taxes, repossessions, or bankruptcies where the accounts have been paid in full include a zero balance receipt.	All request for financial determinations except unpaid taxes, repossessions, or bankruptcies that have been since brought current with an active payment plan that includes at least 3 months payment history and are less than \$10,000.	Delinquent Debt $>$ \$10000 with payment history and plan. All other financial determinations such as those involving unpaid taxes, repossessions, or bankruptcies
AGE (AGE)		25/26 years old at the time of shipping	27 years old at time of shipping <u>ALL: NO AGE DETERMINATIONS WILL BE GRANTED FOR APPLICANTS THAT ARE 27 YEARS OF AGE AT SHIPPING.</u>

Exhibit 5-5. Nuclear Field Determinations Requirements Matrix

NUCLEAR FIELD DETERMINATIONS REQUIREMENTS MATRIX (Continued)

DETERMINATION REQUIREMENTS	TYPE 1 APPROVAL NAVCRUITCOM N313	TYPE 2 APPROVAL OPNAV N133D	TYPE 3 APPROVAL NAVSEA 08
CITIZENSHIP (CIT) EXHIBIT 010102	Applicant is U. S Born and Parents are at least Naturalized Citizens. -Routed for the sole purpose of being bound by affection to someone in a foreign country and is not related to a "High Risk" security risk. OR Routed and no concerns for dual citizenship surround the country in question.	Applicant is Naturalized or Parents do not have U.S. Citizenship or Legal Visitation documents and 1. There is no question of "HIGH RISK" security, and 2. In the case of dual citizenship the applicant has provided proper certification of renunciation or non-acquisition of citizenship.	ALL others and those involving "HIGH RISK" security determinations NOTE: Adjudicated JPAS will be submitted with applicants request
CIVIL IN DEP (CID) *NOTE 5		ALL CIVIL IN DEP *NOTE 5 DRUG AND ALCOHOL RELATED OFFENSES THAT OCCUR WHILE IN DEP WILL BE INELIGIBLE	
DEP DISCHARGE (DD)		ALL	
PRIOR SERVICE (PS) *NOTE 6		ALL	
NAPT RETEST (NR) *NOTE 7		ALL	
*NOTE 1. If the applicant does not require a NF eligibility determination for any requirement in section 040104 the applicant may be enlisted into the NF without further delay, however NAVCRUITCOM N313 may direct submission of additional documents to support NF program eligibility.			
*NOTE 2. Any applicant that requires a non-traditional education eligibility determination must be given the NAPT to better assess their ability to succeed in the NF.			
*NOTE 3. The applicants package must include a paid in full receipt from the lending agency			
*NOTE 4. The applicant's package must include a financial agreement from the lending agency or other documents such as a credit report which clearly shows the account is current.			
*NOTE 5. Any offences that occurs while the applicant is in the DEP, except for minor traffic violations, which would not normally require a determination.			
*NOTE 6. For the purpose of enlistment into the NF program, prior service applicants are defined as anyone who has served one or more days of active duty or reserve service, including National Guard, reservist, and service academy. This prior service "definition" is applicable to NF only.			
*NOTE 7. Refer to chapter 4 section 3 for eligibility determination requirements			

Exhibit 5-5. Nuclear Field Determinations Requirements Matrix (Continued)

SECTION 2

ADVANCED ELECTRONICS FIELD (AEF)/ADVANCED TECHNICAL FIELD (ATF)

050201. General. AEF and ATF Program options are incentives for enlistment into the regular Navy and provide Class “A” School, advancement to paygrade E2 and advanced training of various lengths. Program specifics for special warfare operator (SO), special warfare boat operator (SB), explosive ordnance disposal (EOD), Navy diver (ND), and aircrew rescue swimmer (AIRR) are contained in chapter 5, section 3. Program specifics for the aircrewman program (AIRC) are contained in chapter 5, section 7. Per MILPERSMAN Article 1133-090, New Accession Training (NAT) Sailors graduating from AEF and ATF training pipelines are eligible for advancement in the same manner as their AC counterparts.

050202. Qualifications

- a. Education. Must be HSDG or HSG.
- b. Character. Refer to article 020102 for specifics.
- c. Age. Must meet BEERS age requirement with the exception of submarine volunteers who must not have reached 30 years of age at the time of enlistment.
- d. Prior Service. Refer to chapter 5, section 8, section 9 or section 10 (as appropriate).

050203. Security Screening for CTT, CTN, CTI, IS and IT Ratings

a. Ineligibility. Applicants who are permanent resident alien and naturalized citizens born in a country whose interest are hostile to the United States; who have a relative who is a member or associate of the Communist Party, who have immediate family members or others of affection or obligation living in a country whose interests are inimical to the United States, who have been present or lived for a significant period of time in a country inimical to the United States, or who have been employed or have been an agent of a country inimical to the United States are ineligible for these programs.

b. Character. Applicants for these ratings must qualify for a Top Secret (TS) clearance with access to Sensitive Compartmented Information (SCI). In general, candidates must be of excellent character and discretion, and of unquestioned loyalty to the United States. Additionally, members of candidates’ families and persons to whom the individual is bound by affection or obligation must not be subject to duress by a foreign power. Applicants whose background does not meet the following criteria will fail to meet SCI eligibility requirements and must not be considered for CTT, CTN, CTI, IS, or IT. The resident-in-charge, Naval Information Forces (NAVIFOR) Field Office conducts the final security screening at RTC.

c. Citizenship. Applicants must be U.S. citizens. If naturalized, proof of naturalization must be furnished.

d. Foreign Relatives. Applicant's immediate family members, including parents, sibling(s), and spouse, must be U.S. citizens or from a low risk country as defined by Intelligence Community Directive (ICD) 704.

Note: Applicants who have naturalized immediate family members will provide original citizenship documents to the Navy liaison to be reproduced per the NAVCRUITCOM commanding officer's document certification policy. Upload the certified documents into PRIDE Mod II for RTC review (e.g., U.S. passport, certificate of naturalization or citizenship).

e. Drug Use. No person will be selected who has been a trafficker (supplier) of illegal drugs; has abused narcotics, hallucinogenic or psychedelic drugs within one year; or has abused stimulant or depressant drugs within the past six months. Refer to chapter 2 for specific eligibility criteria.

f. Mental Illness. Any applicant who has been treated for mental illness must produce medical evidence of successful treatment.

g. Financial Responsibility. No person will be selected who has a history of bad checks (unless through bank error), repossessions, cancelled or suspended charge accounts, or indebtedness exceeding half the annual salary of the paygrade at which the applicant is being recruited. If indebtedness includes a long-term mortgage, total indebtedness must not exceed 2 ½ times the annual salary. A NAVCRUIT 1133/121 Summary of Rights under the Fair Credit Reporting Act and Credit Check Release Consent is required for each applicant applying for an INTEL rating. Classifiers will ensure the form is submitted to the NAVCRUITCOM INTEL Program Manager (N321). A credit check is required prior to classification into INTEL ratings and may be checked again prior to shipping. Negative credit histories may cause applicants or Future Sailors to be non-selected for INTEL ratings.

h. Criminal Record. No person will be selected who has an adult conviction of a felony or who has an established record of repeated misdemeanors or traffic violations (including parking tickets, vandalism, abusive behavior toward law enforcement officials, or shoplifting).

i. School Record. No person will be selected who has an established pattern of truancy, repeated difficulties with school officials, periodic suspensions, vandalism, abusive behavior, or who has, as a result of such activity, been permanently expelled.

j. Sexual Offense. No person will be selected who has engaged in, exhibitionism, voyeurism, transvestitism, or coercive sexual behavior of any kind.

k. Employment. No person will be selected who has established a "job-hopping" record where there is a demonstrated pattern of loafing, irresponsibility, unexplained absenteeism, theft, or an inability to get along with superiors, peers, or subordinates. Applicants will necessarily provide work history information. Classifiers must carefully review the foregoing factors to

make appropriate selection decisions. A Navy Cyber Force (NAVYCYBFOR) Special Representative will interview each CTT/CTN/CTI/IS/IT applicant at RTC concerning these factors.

1. Former Peace Corps. Applicants who are former Peace Corps members will not be given a CTI, CTN, CTT, IS, or IT school guarantee. "Former member" includes former Peace Corps volunteers, volunteer leaders, and staff members. This term does not include persons who attended Peace Corps training but were not employed overseas with the Peace Corps except that no such person will be assigned duties in an intelligence capacity in any foreign country for which the member was trained to serve.

050204. Term of Enlistment. Applicants will enlist for four years and concurrently execute an agreement to extend their enlistment for 24 months. Specific narrative reason for extension is: "Training in the Advanced Electronic Field (AEF)/Advanced Technical Field (ATF) Program and advancement to paygrade E4 per MILPERSMAN Articles 1160-040 and 1510-030. I understand that this extension becomes binding upon execution and thereafter may not be cancelled except as set forth in MILPERSMAN Article 1160-040. In particular, I understand that when I accept advancement to E4, 12 months of this agreement may not be cancelled whether or not I complete advanced training.

This is my first enlistment.
Total aggregate of extension: 24 months."

050205. General Apprenticeship and Paygrade

a. Entry Paygrade. All applicants are enlisted in paygrade E1 and are authorized advancement to E2 upon completion of recruit training. Advancement to E3 is authorized only after personnel complete all advancement in rate requirements and time in grade requirements. This does not preclude enlistment in paygrade E2 or E3 under chapter 7, section 5.

b. Advancement. Advancement to E4 is authorized only after completion of all advancement in rate requirements, time in grade requirements, and Class "A" School. In addition, advancement to E3 and E4 is contingent upon maintaining AEF or ATF program eligibility. If an individual is reduced in rate because of disciplinary infractions prior or subsequent to advancement to E4 eligibility for E4 is terminated. Advancement to E4 requires a five-year active duty obligation as set forth in MILPERSMAN 1430-010. If an individual is reduced in rate subsequent to advancement to paygrade E4 there is no reduction in active obligated service.

c. Conditions. Disenrollment from the program due to non-volunteering is not authorized. Cancellation of enlistment extension due to disenrollment from or non-enrollment in advanced training is per MILPERSMAN Article 1160-040. Applicants must be specifically counseled that:

(1) If automatic advancement to E4 has been accepted one year of the extension is binding whether or not advanced training is completed.

(2) Current paygrade is retained and the extension agreement is cancelled if the individual quits or is found undesirable for program continuation, automatic advancement has not been accepted, and advanced training has not begun.

(3) If the individual quits and advancement to E4 has not been accepted, but advanced training has begun, the member is required to repay three months additional obligated service (beyond the four-year point) for each month of advanced training received up to a maximum of two additional years obligated service.

(4) If a member completes all advanced training and advancement to E4 was not accepted the two-year extension remains effective due to completion of the advanced training.

(5) The member has a choice whether to accept E4. If E4 is accepted the individual is bound for five of the six years however, regardless of E4 acceptance, the Chief of Naval Personnel decides whether to order the individual to advanced training. This decision is based on the probability of successfully completing the advanced training and does take the member's motivation and Class "A" School performance into account. Members who are qualified for advanced training are ordered based on their qualifications and not on their decision regarding advancement to E4.

050206. General AEF and ATF Training. AEF and ATF program training is categorized by two phases:

a. Initial Skill. Phase I (initial skill) training includes appropriate preliminary/prerequisite training (e.g., electrical electronic communications and radar (EEC&R), submarine school, common core cryptology and national security), and the respective Class "A" School training (which varies in length by rating). Members must successfully complete Phase I training to remain eligible for AEF or ATF program continuation. The respective class "A" school curricula are basic to the rating and not specialized for these programs except for CTI and CTN. CTI "A" School is a multi-phase NEC producing pipeline of varying length, depending on the language. CTN A-school is a 26 week NEC producing specialized A-school.

(1) Trainees must successfully complete BE&E for all ratings (less CTI, CTN, IS, IT, MT and STG) before entering class "A" school.

(2) Individuals who volunteer and are selected for submarine duty will attend submarine school at a time compatible with respective source rating training.

b. Advanced. Phase II (advanced) training consists of at least Class "C" School for the AEF-AECF, CTT, IC, IS, IT, MT, and STG ratings. Advanced training for CTI is included in

the A-school pipeline. All class "A" school graduates who maintain qualifications for the AEF or ATF Program are assigned to advance training.

- (1) The specific path of advanced training is determined by the needs of the Navy.
- (2) Temporary assignment to general duty for one to twenty four months (usually aboard ship) may be required while awaiting assignment to advanced training.
- (3) AEF-AECF, STG and selected CTT trainees are usually assigned to a sea duty tour for a period of up to two years before attending advanced training. Applicants promote to paygrade E4 before assignment to advanced training provided they are otherwise qualified.
- (4) IS trainees will be scheduled for pipelined class "A" and class "C" school training and will not be designated as intelligence specialists until successful completion of Class "C" School.
- (5) CTN trainees will be scheduled for pipelined class "A" school training and will not be designated as cryptologic technician network specialists until successful completion of class "A" school. Applicants promote to paygrade E4 upon successful graduation of class "A" school.
- (6) CTI trainees will be scheduled for pipeline class A-1 and A-3 school training and will not be designated as cryptologic technician interpretive until successful completion of A-3. Applicants promote to paygrade E4 upon successful graduation of A-3 school.

050207. Obligated Service. Applicants for these programs must obligate for a total of six years active service computed from time of entry onto active duty. Individuals enlist for four years and concurrently execute an agreement to extend their enlistment for 24 months.

- a. Cancellation or adjustment of the extension agreement is per MILPERSMAN Article 1160-040.
- b. The two-year enlistment extension is cancelled or adjusted based on amount of training completed before reassignment if a trainee is unable to complete Class "A" School.
- c. If trainees are unable to complete advanced training and have been advanced to E4, they are made available for general assignment in their current rating at paygrade E4 (except CTI, CTN, IS and MT) and are required to serve five years of the six-year active duty obligation plus the appropriate repayment for the amount of advanced training received (not to exceed six years). CTI, CTN, IS and MT personnel must be converted to another rating. The active duty obligation and repayment time are the same as other ratings in this program.

050208. Advancement

- a. Applicants are enlisted in paygrade E1 and are authorized advancement to E2 upon completion of Recruit Training and to E4 per MILPERSMAN ARTICLES 1160-040 and 1430-

010 upon successful completion of phase I training providing program continuation eligibility is maintained. Acceptance of E4 incurs an obligation of five years of active service. One year of the two-year extension executed for training is used concurrently to fulfill the five-year active duty obligation for advancement to E4 and may not be cancelled regardless of Phase II training completion.

b. Advancement is a program benefit. Failure to receive advancement does not reduce active obligated service.

050209. Disenrollment

a. Failure to Qualify. Members who fail to remain qualified for these programs are not entitled to further training under AEF or ATF. Disenrollment authorities and procedures are specified by MILPERSMAN ARTICLE 1510-030. The items listed in subparagraphs 050209a(1) through 050209a(4) are cause for disenrollment.

(1) Failure to meet requisite physical and mental standards. Personnel with a history of suicidal attempts or gestures are not qualified.

(2) Inability to qualify for a security clearance without extended observation of the member's performance and behavior.

(3) Identification as a drug abuser.

(4) Academic failure. Personnel must demonstrate good academic performance throughout the training pipeline. Markedly inferior performance or obvious lack of effort is grounds for disenrollment.

b. Voluntary Disenrollment. Requests for voluntary disenrollment may be submitted, via the member's Commanding Officer, to NAVPERSCOM (PERS-4010) for consideration. Approval will depend upon program manning, the rationale for the request, and the commanding officer's recommendation. Voluntary withdrawal based on a subsequent loss of motivation is an invalid disenrollment reason due to the stringent screening and counseling prior to acceptance for training. Requests for voluntary disenrollment from members who have commenced advanced training will be disapproved.

c. Disposition of Disenrolled Members. Disenrollees are processed as indicated in subparagraphs 050209c(1) through 050209c(6).

(1) Those having completed class "A" school will be made available for assignment in that rating (except CTI, CTN, IS and MT). Personnel in the CTI, CTN, IS and MT ratings will be required to convert to a different rating.

(2) Those failing from class “A” school will be reclassified if they meet the provisions of MILPERSMAN article 1236-020. Assignment to another class “A” school is not guaranteed and is subject to the needs of the Navy. Members not assigned to another school, and those not eligible for reclassification, are made available for general assignment.

(3) If the reason for disenrollment is ineligibility that was present and documented at the time of application, NAVPERSCOM (PERS-832) may authorize discharge as an option.

(4) Those not meeting the basic eligibility criteria prescribed in article 050202 subsequent to enlisting and enrollment are subject to disenrollment even if the member is not at fault.

(5) Personnel may be disenrolled for demonstrated unreliability. Evidence includes the member’s involvement with military or civilian authorities under circumstances that cast serious doubt on the individual’s reliability for assignment to duty within the assigned rating. Such involvement includes offenses, the combination of offenses, and drug involvement.

(6) Submarine volunteers no longer meeting physical requirements specified in the U.S. Navy Manual of Medicine (MANMED) will be disenrolled from the submarine training track but will be retained in program with ratings having both submarine and surface training tracks. In cases where no surface training exists, the member will be counseled regarding his/her contractual options with primary efforts to retain the member in an alternate program path. Members subsequently certified as medically qualified for submarine duty may submit a submarine duty application per MILPERSMAN article 1306-402. Approval is contingent upon the advanced training received and whether the respective rating detailer concurs in release from the non-submarine community.

050210. AEF and ATF Program Screening. Table 5.2 portrays program conduct eligibility requirements. Any level of review authority has final eligibility determination disapproval. Refer to chapter 8, section 2 for MT program eligibility determination procedures. Refer to chapter 5, section 3 for AIRR and chapter 5, section 7 for AIRC screening requirements.

Table 5.2 AEF And ATF Program Eligibility Requirements

AEF AND ATF PROGRAM ELIGIBILITY REQUIREMENTS		
Type of Offense	Number of Offenses	Approving Authority
Traffic Violations	One to five. Six or more within past two years.	No determination required NAVCRUITCOM N32
Non-Traffic Offenses (Minor Misdemeanors)	One or two. Three to five Six or more	NAVTALACQGRU CO NAVCRUITCOM N32 Not Eligible
Misconduct (Serious Misdemeanors)	One Two Three or more	NAVTALACQGRU CO NAVCRUITCOM N32 Not Eligible
Combination of Non-Traffic Offenses and Misconduct Offenses	Combination of one Non-Traffic Offense and one Misconduct Offense	NAVCRUITCOM N32
Major Misconduct (Felonies)	One or more at any age	Not Eligible

050211. AEF and ATF Program Matrix. Refer to exhibit 5-6 AEF and ATF Program Matrix

AEF and ATF PROGRAM MATRIX

Rating/ School	ASVAB Test Score Qualifications	Vision Corr 20/20	NCP	NH	NSI	SCE	Sub Qual	Mos Obli Serv	US Cit	Remarks
AEF-AECF Advanced Electronics Field – Advanced Electronics Computer Field (SN)	AR+MK+EI+GS=222 or AR+2MK+GS>=230		X	X		X		72	X	Must meet drug abuse criteria in chapter 2, section 10.
CTI Cryptologic Technician Interpretive (SN)	VE+MK+GS=162 and DLAB>= 110 or MK+VE>=126			X		X SSBI		72	X	HSDG or HSG required. DLAB score of 110 or better required. If qualified, member may be assigned to duty in submarines or duty involving aerial flying as an Aircrewman. All CTI applicants will read and sign the NAVPERS 1070/613 Volunteer for Duty in Submarines (MILPERSMAN Article 1306-402) and Volunteer for Duty Involving Flying (MILPERSMAN Article 1220-020). Applicants electing not to sign the NAVPERS 1070/613 volunteering for these duties are ineligible for enlistment as CTI. Duty involving flying requires normal color perception, but can be waived for CTI personnel. The appropriate MANMED Article and SECNAVINST 6420.1 pertain. Must meet drug abuse criteria in chapter 2, Section 10. Per ICD 704, applicants with non-citizen immediate family members may be approved. Contact NAVCRUITCOM N32, after completion of PSSQ, for a decision on continued processing for CTI. Further, at RTC, applicant must participate in an in-depth personal security screening interview conducted by a NAVIFOR special representative. Moral turpitude offense(s) are generally disqualifying (per Article 010203.) The Personnel Security Screening Questionnaire (PSSQ) is required and must be placed in the service record and the residual file. Applicants who are former Peace Corps members are ineligible (refer to Article 050203b(i).

AEF and ATF PROGRAM MATRIX (Continued)

Rating/ School	ASVAB Test Score Qualifications	Vision Corr 20/20	NCP	NH	NSI	SCE	Sub Qual	Mos Obli Serv	US Cit	Remarks
CTM Cryptologic Technician Maintenance	AR+MK+EI+VE=221	X	X			SSBI		72	X	Must not have used marijuana (less experimental). Use of stimulant or depressant drugs, narcotics, hallucinogenic, LSD or psychedelic drugs are ineligible. Any history of drug or alcohol dependency is ineligible. Any peyote use is ineligible for PRP ratings
CTN Cryptologic Technician Networks (SN)	AR+2MK+GS=255 or VE+AR+MK+MC=235 or CT+MK+VE=173 and CT=60	X		X		X SSBI		72	X	HSDG or HSG required. Must meet drug abuse criteria in chapter 2. Per ICD 704, applicants with non-citizen immediate family members may be approved. Contact NAVCRUITCOM N3141, after completion of PSSQ, for a decision on continued processing for CTN. Further, at RTC, applicant must participate in an in-depth personal security screening interview conducted by a NAVIFOR special representative. Moral turpitude offense(s) are generally disqualifying (per Article 010203.) The Personnel Security Screening Questionnaire (PSSQ) is required and must be placed in the service record and the residual file. Applicants who are former Peace Corps members are ineligible (refer to Article 050203b(i).
CTT Cryptologic Technician Technical (SN)	AR+MK+EI+GS=223 or AR+MK+CT>=162 and minimum CT>=60		X	X	X	X SSBI		72	X	Refer to remarks for CTN. CTT applicants will read and sign NAVPERS 1070/613 Volunteer for Duty in Submarines and Volunteer for Duty Involving Flying.
<p>Audiometric Hearing Levels: Pure tone at 500, 1000, and 2000 cycles per second for each ear of not more than 30dB on the average with no individual level greater than 35dB at those frequencies. Pure tone level not more than 45dB at 3000 cycles per second or 55dB at 4000 cycles per second for each ear.</p>										
HM/ATF	VE+MK+GS=156 and AR+WK=105 and VE+AR+MK+GS=210	X	X	X		X		72	X	Applicants must be informed that they will be assigned to duties involving direct patient care and clinical services and may be assigned to the Fleet Marine Force (FMF) for duty. Licensed physicians, dentists, graduates of a medical or dental school in any country are not eligible for this rating. No history of drug abuse or

										commission of offenses involving alcohol, narcotics, or other controlled substances with the exception of experimental or casual use of marijuana. Applicants must be of highest standards as requirements are strictly adhered to before accession into the HM community. Transcripts with records (used to determine subspecialties qualified for).
HMBHT/6YO Hospital Corpsman-Behavioral Health Technician (SN)	VE+AR+MK+GS=209 or MK+GS+2VE=209	X	X	X		X		72	X	See HM/ATF.
HM/DH Hospital Corpsman-Dental Hygienist (DPEP) (SN) See Note: 1 and 2	VE+AR+MK+GS=209 or MK+GS+2VE=209	X	X	X		X		72	X	See HM/ATF.
IC Interior Communications Electrician (SN)	AR+MK+EI+GS=213 or AR+MK+VE+AO=218		X			X		72	X	
IS Intelligence Specialist (SN)	VE+AR+MK+GS=215	X	X		X	X SSBI		72	X	Refer to remarks for CTN.
IT/ATF Information Systems Technician-Advanced Technical Field (SN)	CT+MK+VE>=162 and CT=60 (New Accessions only)		X	X	X	X SSBI		72	X	Refer to remarks for CTN.

AEF and ATF PROGRAM MATRIX (Continued)

Rating/ School	ASVAB Test Score Qualifications	Vision Corr 20/20	NCP	NH	NSI	SCE	Sub Qual	Mos Obli Serv	US Cit	Remarks
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Audiometric Hearing Levels: Pure tone at 500, 1000, and 2000 cycles per second for each ear of not more than 30dB on the average with no individual level greater than 35dB at those frequencies. Pure tone level not more than 45dB at 3000 cycles per second or 55dB at 4000 cycles per second for each ear.										
ITS Information Systems Technician Submarines (SN)	AR+2MK+GS=213 or AR+MK+EI+GS=220	X	X	X	X	X	X	72	X	Refer to Note 9. Must sign NAVPERS 1070/613 Submarine Duty Volunteer. The Personnel Security Screening Questionnaire (PSSQ) is required and must be placed in the service record and the residual file. Must meet drug and alcohol abuse criteria specified in chapter 2, section 10
MT Missile Technician Submarine (SN)	AR+MK+MC+VE=218 or VE+AR+MK+MC=218		X	X	X	X	X	72	X	Refer to Note 9. Requires Personnel Reliability (PRP) Screening under SECNAVINST 5510.35. Must sign NAVPERS 1070/613 Submarine Duty Volunteer. The Personnel Security Screening Questionnaire (PSSQ) is required and must be placed in the service record and the residual file. Must meet drug and alcohol abuse criteria specified in chapter 2, section 10
STG Sonar Technician (Surface) (SN)	AR+MK+EI+GS=222		X	X	X	X		72	X	Any drug abuse other than marijuana and any drug abuse while in DEP is disqualifying.
Audiometric Hearing Levels: Pure tone at 500, 1000, and 2000 cycles per second for each ear of not more than 30dB on the average with no individual level greater than 35dB at those frequencies. Pure tone level not more than 45dB at 3000 cycles per second or 55dB at 4000 cycles per second for each ear.										

AEF and ATF PROGRAM MATRIX (Continued)

Notes:

1. VISION CORR 20/20 = Vision must correct TO 20/20.
2. NCP = Normal color perception. Must correctly identify 10 of 14 plates during PIP test. FALANT not acceptable.
3. NH = Normal hearing (“1” under H of PULHES).
4. NSI = No speech impediment.
5. SCE = Must be security clearance eligible.
6. SUB QUAL = Submarine qualified.
7. MOS OBLI SERV =Obligated service/months.
8. US CIT = U.S. citizenship required.
9. Submarine volunteers must ultimately meet physical standards per MANMED Article 15-69. For initial enlistment purposes, MEPS physical is satisfactory. Submarine volunteers must be briefed that a more detailed physical will be conducted at RTC or BESS to determine physical qualification for submarines.

Note: A Letter of Recommendation from High School or Community College Teachers and Coaches, College Professors, Employers are highly recommended to be included in the enlistment package for NF, IWC, and Warrior Challenge applicants.

SECTION 3
WARRIOR CHALLENGE PROGRAM

050301. Program Information. The Warrior Challenge program offers qualified applicants an opportunity to serve in one of the following ratings or programs: Special Warfare Operator (SO), Special Warfare Boat Operator (SB), Explosive Ordnance Disposal (EOD), Navy Diver (ND), or Aircrew Rescue Swimmer (AIRR). The applicant will select one of the Warrior Challenge Program ratings or programs based on his/her qualifications and interests.

Note: Warrior Challenge Program applicants will be interviewed by the NAVTALACQGRU Naval Special Warfare (NSW), or Naval Special Operations (NSO) and AIRR Coordinator either in person or telephonically, prior to contracting into any Warrior Challenge rating. Complete a Warrior Challenge Program Checklist for each applicant and submit to NAVCRUITCOM N32 NSW and NSO program managers for final approval and classification. The checklist is available electronically on the NAVCRUITCOM Forms web page.

Note: All SO and SB applicants must sign a NAVPERS 1070/613, NSW or NSO Non-Disclosure Agreement upon acceptance into the NSW or NSO program.

050302. Qualifications. Warrior Challenge Program applicants must meet all basic enlistment eligibility requirements (chapter 2) and the additional qualifications listed in subparagraphs 050302a through 050302h.

- a. Gender. All Warrior Challenge Program options are open to male and female volunteers.
- b. Age. Applicants requesting the SO option must be 28 years of age or less at time of enlistment. Applicants requesting the EOD, ND, SB, or AIRR Options must be 30 years of age or less at time of enlistment.
- c. Character. Applicants must be security clearance eligible and possess the basic integrity and loyalty necessary to be considered trustworthy for access to classified information.
- d. Education. Open to HSDG and HSG only.
- e. Physical. Applicants must volunteer for diving duty to become eligible for the SO, EOD, and ND training pipelines. Applicants for the Warrior Challenge Programs will be made aware that their physical examination will be re-verified for diving duty eligibility. All Warrior Challenge applicants must be submitted to NAVCRUITCOM N33 for review.
- f. Physical Fitness. Applicants must pass the Physical Screening Test (PST) prior to being classified into SO, SB, EOD, ND, and AIRR ratings or program. PST will not be administered prior to passing a physical at MEPS and having a Hold Harmless Agreement signed. Refer to COMNAVCRUITCOMINST 1130.17 (series) for PST requirements and criteria.

g. Drug Usage. Due to the inherently hazardous nature of these programs, use of illegal or controlled substances are grounds for disapproval. Drug waivers for applicants with previous involvement, on an experimental basis, with illegal or controlled substances are considered on a case-by-case basis per the matrix of waiver policy for alcohol and drug abusers in chapter 2.

h. Prior Service. Refer to section 9 of this chapter.

050303. NSW and NSO Program Options. Qualified applicants may be enlisted in one of the NSW or NSO Options listed below.

a. SO Rating Option. Open to male and female volunteers. USN enlistment assigns recruits to SO Class “A” School and follow-on training.

(1) Training Cycle. SO Option personnel transfer from one phase of training to the next without undue delay. Assignment to Class “A” School (BUD/S) will normally be made immediately after completing Recruit Training and the BUD/S Preparatory Training course. Follow-on training is contingent upon the member successfully completing Class “A” School and will be determined by community requirements.

(2) Duty Assignment. Community requirements will dictate duty assignment upon completion of SO training.

b. SB Rating Option. Open to male and female volunteers. USN enlistment assigns applicants to SB Class “A” School and follow-on training.

(1) Training Cycle. SB Option personnel transfer from one phase of training to the next without undue delay. Assignment to Class “A” School (Basic Crewman Training ([BCT])) will normally be made immediately after completing recruit training. Follow-on training is contingent upon the member successfully completing class “A” school and will be determined by community requirements.

(2) Duty Assignment. Community requirements will dictate duty assignment upon completion of SB training.

c. EOD Rating Option. Open to male and female volunteers. USN enlistment assigns recruits to EOD class “A” school and follow-on training.

(1) Training Cycle. EOD Option personnel transfer from one phase of training to the next without undue delay. Assignment to EOD preparatory course and class “A” school will normally be made immediately after completing recruit training. Follow-on training is contingent upon the member successfully completing class “A” school and will be determined by community requirements.

(2) Duty Assignment. Community requirements will dictate duty assignment upon completion of EOD training.

d. ND Rating Option. Open to male and female volunteers. USN enlistment assigns applicants to ND class “A” school and follow-on training.

(1) Training Cycle. ND option personnel transfer from one phase of training to the next without undue delay. Assignment to ND preparatory training course and class “A” school will normally be made immediately after completing recruit training. Follow-on training is contingent upon the member successfully completing class “A” school and will be determined by community requirements.

(2) Duty Assignment. Community requirements will dictate subsequent duty assignment upon completion of ND training.

050304. AIRR Program Option. USN or USNR (FTS) enlistment will provide assignment to the Naval Aircrewman (AW) Class “A” School following completion of Aviation Rescue Swimmer School (ARSS) and Naval Aircrew (NACCS) training.

a. Training Cycle. Trainees are normally assigned to class “A” school immediately after completion of RSS and NACCS.

b. The normal training cycle is:

(1) RTC (Great Lakes, IL)

(2) NACCS (Pensacola, FL)

(3) Aviation Rescue Swimmer School (ARSS) (Pensacola, FL)

(4) Class “A” School (Pensacola, FL)

(5) Survival Evasion Resistance Escape (SERE) School (San Diego, CA or Brunswick, ME)

(6) Fleet Replacement Squadron (FRS) (locale depends on aircraft type)

(7) Initial squadron assignment

050305. Term of Enlistment

a. NSW and NSO. Applicants enlist or reenlist in the U.S. Navy for four years. However, individuals electing NSW or NSO Programs require a 6 year active service obligation to meet the requirements of the advanced technical field (ATF). Warrior challenge applicants must execute two twelve month extensions (NAVPERS 1070/621). The following narrative reason will be used for the 1st 12-month extension:

“Training in the Advanced Technical Field (ATF). MILPERSMAN 1510-030 is governing directive. I understand that this extension of active service becomes binding upon execution and thereafter may not be cancelled except as set forth in MILPERSMAN 1160-040 and 1510-030.”

Note: The following narrative reason will be used for the 2nd 12-month extension:

“Advancement to rate and grade per MILPERSMAN 1430-010. I understand this extension becomes binding upon advancement and may not be cancelled except as per MILPERSMAN 1160-040.”

(1) Applicants must have 36 months obligated service remaining upon graduation from EOD, SB, or Navy Diver training. All applicants must have 51 months obligated service remaining upon graduation from BUD/S training.

(2) Use the NAVCRUIT 1133/52 Annex to delineate the basic program and service guarantees.

b. AIRR. Applicants enlist in the U.S. Navy as AC or in the RC full time support (FTS) enlistment program for four years and concurrently execute a NAVPERS 1070/621 Agreement to Extend Enlistment or NAVPERS 1070/622 Agreement to Recall or Extend Active Duty for 24 months using the following narrative entry:

“Training in the Aircrew program and accelerated advancement to pay grade E4 per MILPERSMAN article 1220-010. Accelerated advancement to E4 is authorized only after successful completion of Naval Aircrew Candidate School (NACCS), class “A” school, and fleet replacement squadron (FRS) training. I understand that this extension becomes binding upon execution and may not thereafter be cancelled except as provided in MILPERSMAN article 1160-040.

This is my first enlistment.
Total aggregate of extension: 24 months.”

Note: For NAVPERS 1070/622, substitute “Total reserve active duty obligation (RADO) is 72 months.”

050306. General Apprenticeship and Paygrade

a. NSW and NSO

(1) Entry. Applicants accepted for the NSW or NSO Options will be enlisted in paygrade E1 with accelerated advancement to E2 upon successful completion of Recruit Training. This does not preclude enlistment at paygrade E2 or E3 per chapter 7, section 5. The Recruit Training curriculum is the same as required for all new accessions with the exception of advanced physical training in preparation for community-specific training.

(2) Advancement. Guaranteed advancement to E4 is authorized only after successfully completing BUD/S, EOD, BCT, or ND training and serving 6 months TIR as an E3. If an individual is reduced in rate because of disciplinary infractions before or after advancement to E4, eligibility for guaranteed advancement to E4 is terminated. This does not preclude advancement from E2 to E3 based on normal advancement criteria. Guaranteed advancement to E4 alone requires a four-year active duty obligation as set forth in MILPERSMAN Article 1430-010. If an individual is reduced in rate subsequent to accelerated advancement to E4, there is no reduction in active obligated service.

b. AIRR

(1) Entry. Applicants accepted for the AIRR Option are enlisted in paygrade E1. This does not preclude enlistment in paygrade E2 or E3 per chapter 7, section 5. The recruit training curriculum is the same as required for all new accessions with the exception of advanced physical training in preparation for Rescue Swimmer School.

(2) Accelerated Advancement

(a) Individuals accepted for the AIRR option are authorized accelerated advancement to paygrade E2 upon successful completion of recruit training. Accelerated advancement to E4 is authorized only after successful completion of NACCS, class "A" school, and FRS training.

(b) If an individual is disqualified for aircrew duties prior to advancement to paygrade E4, eligibility for accelerated advancement to E4 is terminated. This does not preclude advancement to paygrade E2 or E3 based on normal advancement criteria.

(c) Accelerated advancement to paygrade E4 requires a six-year active duty obligation as set forth in MILPERSMAN article 1220-010. If a member is reduced in rate subsequent to accelerated advancement to E4, there is no change to active obligated service.

050307. Disenrollment

a. Failure to Qualify. Members who fail to remain qualified for Challenge Program options are not entitled to further training under the Warrior Challenge Program. Cancellation of enlistment extension because of disenrollment or non-enrollment in BUD/S, EOD, BCT, Navy Diver, or AIRR training is per MILPERSMAN article 1160-040. Applicants must be specifically counseled that:

(1) If an individual quits or is found undesirable for continuation in the Warrior Challenge Program the current paygrade is retained.

(2) If the individual quits during BUD/S, BCT, EOD, ND, or AIRR training he or she will be required to repay three months additional obligated service (beyond the four year point) for each month of SO, SB, EOD, ND, or AIRR training completed up to a maximum of two years additional obligated service.

(3) If disenrollment is precipitated by reason of ineligibility which was present and documented at the time of application, CNP (PERS-832) may authorize discharge from the naval service as an option.

b. Disposition of Members Disenrolled. Disenrollees are processed as indicated in subparagraphs 050307b(1) through 050307b(4).

(1) Those who fail to complete class “A” school are reclassified if they meet the provisions of MILPERSMAN article 1236-020. Assignment to another Class “A” School is not guaranteed and is subject to the needs of the Navy. Individuals not assigned to another school and those not eligible for reclassification will be made available for general assignment.

(2) If disenrollment is precipitated by reason of ineligibility which was present and documented at the time of application, CNP (PERS-832) may authorize the discharge from the naval service as an option.

(3) Those who do not meet the basic eligibility criteria prescribed here, after enlisting or reenlisting and enrollment, are subject to disenrollment even if the member is not at fault.

(4) Personnel may be disenrolled for demonstrated unreliability. Evidence of demonstrated unreliability includes involvement of the member with military or civilian authorities under circumstances that cast serious doubt on the member’s reliability for duty assignments within the assigned rating. Such involvement includes civil or military offenses or a combination of offenses and drug involvement.

050308. Warrior Challenge Programs Statements of Understanding. All challenge program enlistees will read and sign the statement of understanding (SOU) appropriate to their enlistment Option. AIRR applicants must read and sign both the aircrew and aircrew rescue swimmer SOUs. All SOUs are available on the NAVCRUITCOM SharePoint Portal.

050309. Warrior Challenge Programs Screening

Table 5.3 Warrior Challenge Program Eligibility Requirements

WARRIOR CHALLENGE PROGRAM ELIGIBILITY REQUIREMENTS		
Type of Offenses	Number of Offenses	Approving Authority
Traffic Violations	One to five Six or more within past two years	No determination required NAVCRUITCOM N32
Non-Traffic Offenses (Minor Misdemeanors)	One or two	NAVTALACQGRU CO
	Three to seven Eight or more	NAVCRUITCOM N32 Not eligible
Misconduct (Serious Misdemeanors) *See Note 1	One	NAVTALACQGRU CO
	Two to four	NAVCRUITCOM N32
	Five or more	Not eligible

Table 5.3 Warrior Challenge Program Eligibility Requirements (Continued)

Type of Offenses	Number of Offenses	Approving Authority
Combination of Non-Traffic Offenses and Misconduct Offenses	Combination of 1 misconduct and 4-6 non-traffic offenses	NAVCRUITCOM N32
	Combination of 2 misconduct and up to 5 non-traffic offenses	NAVCRUITCOM N32
	Combination of 3 misconduct and up to 4 non-traffic offenses	NAVCRUITCOM N32
	Any combination totaling eight or more misconduct and non-traffic offenses	No waiver authorized
Major Misconduct (Felonies)	One or more at any age	Not Eligible

Note: Warrior Challenge applicants with a misconduct offense within the preceding 12 months are not eligible. Calculations will be based on date of offense.

050310. Warrior Challenge Program Matrix. Refer to exhibit 5-7 Warrior Challenge Program Matrix.

050311. Warrior Challenge Program PSSQ Screening. SO, SB, EOD, and ND applicants must be PSSQ screened per chapter 8, section 2

Note: A Letter of Recommendation from High School or Community College Teachers and Coaches, College Professors, Employers are highly recommended to be included in the enlistment package for NF, IWC, and Warrior Challenge applicants.

WARRIOR CHALLENGE PROGRAM MATRIX

Rating/ School	ASVAB Test Score Qualification	Vision Corr 20/20	NCP	NH	NSI	SCE	Sub Qual	Mos Obli Serv	US Cit	Remarks
SO Special Warfare Operator (SN)	GS+MC+EI=170 Or VE+MK+MC+CS=220 Or VE+AR=110 and MC=50	Note 1	X	Note 5		X Note 7		72	X	Meet physical under U.S. Navy MANMED Articles and physical screening test. Must meet drug abuse criteria specified in chapter 2, Section 10. Must be 28 years of age or less at time of accession.
SB Special Warfare Boat Operator (SN)	AR+VE=103 and MC=51	Note 1	X	Note 5		X Note 7		72	X	Meet physical under U.S. Navy MANMED Articles and physical screening test. Must meet drug abuse criteria specified in chapter 2, Section 10. Must be 30 years of age or less at time of accession.
EOD Explosive Ordnance Disposal (SN)	AR+VE=109 and MC=51 Or GS+MC+EI=169	Note 2	X	Note 5		X Note 7		72	X	Meet physical under U.S. Navy MANMED Articles and physical screening test. Must meet drug abuse criteria specified in chapter 2, Section 10. Must be 30 years of age or less at time of accession.
ND Navy Diver (SN)	VE+AR=103 and MC=51	Note 3	X	Note 5		X Note 7		72	X	Meet physical under U.S. Navy MANMED Articles and physical screening test. Must meet drug abuse criteria specified in chapter 2, Section 10. Must be 30 years of age or less at time of accession. Refer to Note 5.
AIRR Aircrew Rescue Swimmer (AN)	VE+AR+MK+MC=210 Or VE+AR+MK+AS=210	Note 4	X	X	X	X Note 7		72	X	Meet physical under U.S. Navy MANMED Articles and physical screening test. Must meet drug abuse criteria specified in chapter 2, Section 10. Must be 30 years of age or less at time of accession. HSDG and HSG only. See Note 4.

Exhibit 5-7. Warrior Challenge Program Matrix

Notes:

1. SO/SB. Normal color perception. Uncorrected vision can be no worse than 20/70 in worse eye and 20/40 in best eye. Corrected vision must be 20/25 worst eye. No color deficiency waivers authorized. Applicants must meet the minimum PST standards established in COMNAVCRUITCOMINST 1130.17.

2. EOD. Normal color perception. Uncorrected vision can be no worse than 20/200 in each eye. One eye must correct to 20/25. No color deficiency waivers authorized. Applicants must meet the minimum PST standards established in COMNAVCRUITCOMINST 1130.17.

3. ND. Uncorrected vision can be no worse than 20/200 in each eye; the better eye must correct to 20/25. Lack of adequate color vision is disqualifying. Applicants must meet minimum PST standards established in COMNAVCRUITCOMINST 1130.17.

4. AIRR. Normal depth perception which requires applicants to correctly identify up to plate “D” with no misses on the AFVT. Applicants only able to identify up to plate “C” are not eligible. Normal color perception. Uncorrected vision no worse than 20/100 in either eye. Vision must be correctable to 20/20 in both eyes. Per MANMED P-117, Article 15-92, applicants must meet the hearing standards for student naval aviator (SNA) (refer to chart below). Must have normal Valsalva. No speech impediment. All applicants will test for “reading aloud” per MANMED P-117 Article 15-95. Per OPNAVINST 3710.37A, aviation duty minimum and maximum nude body weights are 103 pounds and 245 lbs. respectively. Applicants for aviation programs are held to strict physical standards and therefore are less likely to be recommended for waivers. All waivers to the physical standards will be submitted per MANMED P-117, Article 15-83. Hay fever, asthma, bee sting/food allergy reaction, and chronic motion sickness are disqualifying. Will be required to pass self-balance test (SBT) in order to pass flight physical. Applicants must meet the minimum PST standards established in COMNAVCRUITCOMINST 1130.17.

Table 5.4 AIRR Hearing Standards

AIRR HEARING STANDARDS	
Frequency (hz)	Decibel (dB)
500	25
1000	25
2000	25
3000	45
4000	55

5. Hearing Standards for ND, EOD, SO and SB. Hearing in either ear must not be greater than 35 dB at 500/1000/2000. Hearing in either ear must not be greater than 45dB at 3000 and 55 dB at 4000. No waiver are authorized for any level of hearing loss.

6. BUMED Waiver Request. Per Manual of the Medical Department, P-117, Article 15-102, paragraphs (3) and (3)(a).

7. Security Clearance Eligibility. All Warrior Challenge Program Future Sailors must have a favorably adjudicated background investigation in JPAS indicating eligibility for a Secret Clearance prior to shipping to RTC.

a. Additional Notes: Candidates for the Warrior Challenge Program with the conditions listed in subparagraph 7a(1) through 7a(19) are disqualified and no waiver will be approved.

(1) Lack of normal color perception. No color vision waivers will be approved for SEAL, SWCC or EOD.

(2) Any fracture, including stress fracture, within the preceding 3 months is (disqualifying).

(3) Any surgery from which cleared within last 6 months. (Must be 6 months since the date cleared from treatment).

(4) Chronic Eustachian Tube Dysfunction and inability to equalize pressure in the middle ear space (Valsalva maneuver) is disqualifying.

(5) More than a single kidney stone.

(6) Seizures (other than childhood seizures).

(7) History of severe head injury, as defined by intracranial bleeding, depressed skull fracture, prolonged cerebrospinal fluid leakage, loss of consciousness or post-traumatic amnesia lasting longer than 24 hours.

(8) Any drug use except for Marijuana.

(9) Asthma with current treatment.

(10) Severe systemic allergic reaction (anaphylaxis, angioedema) to insect venom, any foods, or environmental factors (exercise) is disqualifying and will not be considered for a waiver.

(11) Ulcers.

(12) Pneumothorax (spontaneous).

(13) Pulmonary Blebs.

(14) Emphysema.

- (15) COPD.
- (16) Central blood clots (strokes, pulmonary emboli).
- (17) Suicidal Ideation, thoughts, or attempts.
- (18) ADHD (with treatment in the preceding 12 months).
- (19) Any history of mental health issues/disorders.

b. Conditions that will require considerable effort and documentation to obtain possible approval:

- (1) Concussions with any sort of loss of consciousness.
- (2) Memory loss.
- (3) Stress fractures.
- (4) All prior asthmatics of any age should have:
 - (a) Spirometry (aka PFTs, aka Pulmonary Function Tests).
 - (b) Methacholine Challenge Test.
 - (c) Clearance from their doctor.
- (5) Any surgery on the back.
- (6) Migraines.
- (7) Pneumothorax (traumatic or surgical).
- (8) Any surgery on the same joint more than once.
- (9) High blood pressure.
- (10) DVTs (Deep venous Thrombosis – need to prove that it is not due to a predisposition).
- (11) Wolff-Parkinson-White that has been surgically corrected less than 3 years ago.
- (12) ADHD or Adjustment Disorder at any time with treatment occurring less than 1 year ago.

(13) Depression treated within the last 12 months or with any duration of treatment in excess of 6 months.

(14) Anxiety disorder.

SECTION 4
SUBMARINE PROGRAMS

050401. General. Submarine Programs include AEF-MT, ATF-ITS, SECF, MMS, CSS, LSS, and YNS. Applicants must exhibit the highest standards of personal conduct and reliability involving the operation and maintenance of a nuclear powered submarine. Applicants for these programs must sign a NAVPERS 1070/613 Volunteer for submarine duty (which is available electronically on the NAVCRUIT Forms web page). Once an applicant is determined to be enlistment eligible, a program eligibility waiver will be made per this section, the matrix of eligibility waiver policy in chapter 2.

050402. Qualifications

a. Vision. With the exception of CSS, LSS, and YNS, applicants must have normal color perception and vision meeting general duty requirements for Navy enlistment.

b. Gender. Open to both male and female applicants.

c. Age. Must be 30 years of age or less at time of accession. Age waivers may be submitted to NAVCRUITCOM N313.

d. Submarine Volunteer. Applicants must volunteer for duty in submarines by signing the NAVPERS 1070/613 Volunteer for Submarine Duty (which is available electronically on the NAVCRUIT forms web page).

e. Physical. Assignment to submarine school is conditional on being physically eligible and otherwise qualified for the submarine service. A MEPS physical is acceptable for initial entry. Applicants must be specifically counseled that they will undergo further physical screening at RTC and Submarine School.

f. Character. Applicants must demonstrate maturity and emotional or mental stability. A Submarine program eligibility waiver may be required as delineated in table 5.5.

Table 5.5 Submarine Program Eligibility Waiver Requirements

SUBMARINE PROGRAM ELIGIBILITY WAIVER REQUIREMENTS		
Type of Offenses	Number of Offenses	Waiver Authority
Traffic Violations	One to five Six or more within past two years	No waiver required NAVCRUITCOM N313
Non-Traffic Offenses (Minor Misdemeanors)	One or Two Three to Five Six or more	NAVTALACQGRU CO NAVCRUITCOM N313 Not eligible
Misconduct (Serious Misdemeanors)	One or Two Three or more	NAVCRUITCOM N313 Not eligible
Major Misconduct (Felonies)	One or more at any age	Not eligible

- g. Drug Usage. Refer to chapter 2, section 10 for criteria.
- h. Clearance. Applicants must be security clearance eligible.
- i. Citizenship. Must be U.S. citizen. No waivers are authorized.

j. ASVAB Line Score Requirements. Refer to exhibit 5-9 School Guarantee Program Matrix for CSS, MMS, SECF, and YNS minimum requirements. Refer to table 5.2 AEF and ATF Program Eligibility Requirements for AEF-MT and ATF-ITS minimum requirements.

050403. Rating Programs. Refer to subparagraphs 050403a and 050403b for information on the specific submarine program ratings.

a. ITS, MT – Advanced Electronics Field (AEF) and Advanced Technical Field (ATF) Program (chapter 5, section 2).

b. SECF, MMS, YNS, CSS, LSS, – School Guarantee Program (chapter 6, section 5).

050404. Waivers. Submarine program waivers will be submitted to NAVCRUITCOM N313 as indicated in subparagraphs 050404a through 050404e.

a. Obtain the submarine program eligibility waiver (SPEW) excel spreadsheet electronically from NAVCRUITCOM N313.

b. Complete the SPEW coversheet and obtain the required attachments (when an “X” is placed in the field for waiver requirement, an “X” will appear in the “forms attached” section for required attachments).

c. Email the SPEW Coversheet and required attachments to NAVCRUITCOM N313.

d. Monitor email for eligibility waiver.

e. Place the approved coversheet in the member’s record with a copy in the residual file. Document waiver approval on DD Form 1966.

SECTION 5
PROFESSIONAL APPRENTICESHIP CAREER TRACK (PACT) PROGRAM

050501. General. This program provides male and female applicants a USN enlistment without guaranteed Navy Class “A” School assignment. PACT is designed to enlist Sailors into a monitored general apprenticeship program that provides apprentice level formal training and on the job training leading to a viable career field within two years on board their first permanent duty station.

a. There are three authorized career tracks within the PACT Program:

(1) Surface/Seaman (S-PACT)

(2) Aviation/Airman (A-PACT)

(3) Engineering/Fireman (E-PACT)

b. NAVCRUITCOM N3 will establish authorized career tracks and goals for a given fiscal year based on CNP goaling letter. Applicants guaranteed the PACT program on NAVCRUIT 1133/53 (PACT Program Enlistment Annex) are subject to having their apprenticeship career track changed if, during recruit classification, they request and are eligible for a Navy Class “A” School that is available. The PACT program has replaced the general detail (GENDET) program. MILPERSMAN Article 1306-611 provides further policy and execution guidance.

050502. Qualifications. PACT program applicants must meet enlistment eligibility requirements delineated in chapter 2, the requirements of this section, and the specific PACT Program requirements contained in exhibit 5-8 PACT Program Matrix.

050503. Terms of Enlistment. All applicants are enlisted for three years active duty. Future Sailors being reclassified into PACT will retain a four enlistment.

Note: DEP discharging a Future Sailor for the sole purpose of enlisting him/her for three years is not authorized.

050504. PACT Homeport Guarantee Program. This program has been discontinued.

PACT PROGRAM MATRIX

PACT APPRENTICE PROGRAM	ASVAB Test Score Qualification	Vision Corr 20/20	NCP	NH	NSI	SCE	Sub Qual	Mos Obli Serv	US Cit	Remarks
AIRMAN (AN)	AR+AS+MK+VE=173	20/100 UNCORR Note (1)	X	X				48		Vision must correct to 20/20. Must have full field of vision. Must have normal depth perception and color perception.
FIREMAN (FN)	AR+MK+MC+VE=193 or AR+AS+MK+VE=188		X	X				48		Must have normal color perception.
SEAMAN (SN)	AR+VE=90		X					48		Must have normal color perception.

Notes:

1. VISION CORR 20/20 = Vision must correct TO 20/20. When specified, uncorrected visual acuity must not be greater than that indicated (i.e., 20/100), and must be correctable to 20/20.
2. NCP = Normal Color Perception. Must correctly identify 10 of 14 plates during PIP test. FALANT not acceptable.
3. NH = Normal Hearing. Defined as PULHES Code of "1" under the Hearing Section "H".
4. NSI = No Speech Impediment.
5. SCE = Must be eligible for Security Clearance.
6. SUB QUAL = Submarine Qualified.
7. MOS OBLI SERV = Obligated service/months.
8. US CIT = U.S. citizenship required.
9. Submarine volunteers must ultimately meet physical standards per MANMED ARTICLE 15-106. For initial purposes, MEPS physical is satisfactory. Submarine volunteers should be briefed that a more detailed physical will be conducted at RTC or BESS to determine physical qualifications for submarines.

Exhibit 5-8. PACT Program Matrix

SECTION 6
SCHOOL GUARANTEE (SG) PROGRAM

050601. General. SG program guarantees formal training in a specific program or rating. Several Navy ratings consistently experience a supply of potential enlistees greater than the Navy's need. Consequently, the active service requirements vary with the popularity of individual ratings.

050602. Qualifications. SG Program applicants must meet enlistment eligibility requirements outlined in chapter 2 the requirements of this section, and the specific school requirements contained in exhibit 5-9.

a. Education. HSDG status is required for many ratings and desirable for all others.

b. Prior Service. NAVET applicants not eligible for reenlistment in their previous rating must access via PRISE III. Refer to chapter 5, section 9. OSVET applicants with skills not directly convertible to Navy rating are eligible for enlistment in the SG Program.

c. Character. SG program applicants should exhibit the highest standards of personal conduct, reliability, and moral character. Refer to chapter 2, and exhibit 5-9 for specific rating amplifying character requirements. Ratings requiring Personnel Security Screening Questionnaire (PSSQ) or security clearances prior to Class "A" School attendance will have more stringent character requirements. Refer to chapter 8, section 2 for PSSQ procedures.

d. Citizenship. Many ratings require U.S. citizenship. Proof of naturalization, if applicable, will be required. No waivers are authorized. Refer to exhibit 5-9 for specific rating citizenship requirements.

e. Drug/Alcohol Abuse. Refer to chapter 2 for qualifications and waiver criteria.

f. Mental Aptitude. Applicants may be granted an ASVAB line score waiver in cases where particular aptitude is shown for a rating and they are exceptional candidates. Classifiers must use discretion in recommending waivers and waivers must only be submitted when an applicant indicates a high degree of motivation and the test scores reflect a lack of previous experience or exposure that can be overcome by instruction. All waiver requests will be reviewed and approved by NAVCRUITCOM N32 only. Line score waivers will be documented on DD Form 1966. NAVCRUITCOM N32 will consider line score waivers on a case-by-case basis using the guidelines listed in subparagraphs 050602f(1) through 050602f(4).

(1) No waivers are authorized for single minimum requirements, e.g., minimum MK=45.

(2) Six points on two line score combinations, e.g., VE+AR.

(3) Nine points on three line score combinations including those where one score is doubled, i.e., AR+2MK+GS.

(4) Twelve points on four line score combinations.

050603. Term of Enlistment. Term of enlistment is four years. Additionally, applicants enlisting for training in the ratings of ABE, ABF, ABH, AC, AM, AME, AO, BM, BU, CE, CM, CS, CSS, DC, EA, EM, EN, EO, GM, GSE, GSM, HM, HMDA, HMDH, HT, LS, LSS, MC, MM, MMS, OS, QM, SECF, RS, STG, SW, and UT must concurrently execute an agreement to extend their enlistment for a period of twelve months. An Agreement to Extend Enlistment (NAVPERS 1070/621) must be executed for all five-year obligated enlistments with an Enlistment Bonus. This form will be prepared for and signed by the applicant on the day they DEP in or the day they are reclassified and uploaded into PRIDE Mod II. Specific wording of the narrative reason for the extension is as indicated in paragraph 050603.

5YO program

“Training Five-Year Obligor Program for _____ rating per current directives. I understand that this agreement becomes binding upon execution, and may not be cancelled, except as set forth in MILPERSMAN Article 1160-040.

This is my first enlistment.

Total aggregate of extension: 12 months.”

050604. Apprenticeship. Applicants will be enlisted in the appropriate apprenticeship for the rating or program with the exception of applicants enlisting in Construction ratings. Construction rating applicants will be enlisted into the Seaman Apprenticeship. Refer to exhibit 5-8 for appropriate apprenticeships.

050605. School Guarantee Program Matrix. Refer to exhibit 5-9 School Guarantee Program Matrix.

050306. Security Screening

a. Personnel Security Investigation (PSI). This investigation is required for all applicants. Classifiers must ensure the SF 86 is completed and administer the PSSQ when an applicant considers enlisting into a rating requiring a SSBI. Pay special attention to completion of the “Relative and Associates” item in the SF 86. Refer to chapter 3 for further details and instructions regarding the PSI and SF 86.

b. Interview. When interviewing CT, IS, IT, SECF, PRP (MT), and YNS applicants, scrutinize responses regarding financial responsibility, drug use history, and criminal record since these past activities could be targeted for potential blackmail. Applicants who are former members of the Peace Corps will not be given school guarantees for the above ratings. A NAVCRUIT 1133/121 is required for each applicant applying for an INTEL rating. Classifiers will ensure the form is submitted to the NAVCRUITCOM INTEL Program manager (N321). A credit check is required prior to classification into INTEL ratings and may be checked again

prior to shipping. Negative credit histories may cause applicants or Future Sailors to be non-selected for Intel ratings.

050607. Cryptologic Technician Interpretive (CTI) and Religious Programs Specialist (RP) Statements of Understanding. All CTI and RP applicants must read the applicable statement of understanding (refer to the classifier rating/program fact sheets). Classifiers must ensure applicants initial paragraph 5 of the appropriate NAVCRUIT 1133/52 to indicate acknowledgement of the obligations and conditions of the applicable rating.

050608. Hospital Corpsman Dental Assistant (HMDA) (HM-8701). All HMDA recruits will attend the Dental Assistant School upon completion of Hospital Corpsman "A" School. Dental Assistant training is 40 days in duration and provides instruction in dental infection control, dental treatment room management, preventive dentistry, comprehensive dental assisting, and intraoral radiology. Specific accession requirements are contained in exhibit 5-9.

SCHOOL GUARANTEE PROGRAM MATRIX

Rating/ School	ASVAB Test Score Qualification	Vision Corr 20/20	NCP	NH	NSI	SCE	Sub Qual	Mos Obli Serv	US Cit	Remarks
ABE/5YO Aviation Boatswain's Mate (Launch and Recovery Equipment) (AN)	VE+AR=MK+AS=173	20/100 UNCORR Note (1)	X	X				60		Vision must correct to 20/20. Must have full field of vision. Must have normal depth perception and color perception.
Audiometric Hearing Levels: Pure tone at 500, 1000, and 2000 cycles per second for each ear of not more than 30dB on the average with no individual level greater than 35dB at those frequencies. Pure tone level not more than 45dB at 3000 cycles per second or 55dB at 4000 cycles per second for each ear.										
ABF/5YO Aviation Boatswain's Mate (Fuels) (AN)	VE+AR+MK+AS=173	20/100 UNCORR Note (1)	X	X				60		Vision must correct to 20/20. Must have full field of vision. Must have normal depth perception and color perception.
Audiometric Hearing Levels: Pure tone at 500, 1000, and 2000 cycles per second for each ear of not more than 30dB on the average with no individual level greater than 35dB at those frequencies. Pure tone level not more than 45dB at 3000 cycles per second or 55dB at 4000 cycles per second for each ear.										

SCHOOL GUARANTEE PROGRAM MATRIX (Continued)

Rating/ School	ASVAB Test Score Qualification	Vision Corr 20/20	NCP	NH	NSI	SCE	Sub Qual	Mos Obli Serv	US Cit	Remarks
ABH/5YO Aviation Boatswain's Mate (Aircraft Handling) (AN)	VE+AR+MK+AS=173	20/100 UNCORR Note (1)	X	X				60		Vision must correct to 20/20. Must have full field of vision. Must have normal depth perception and color perception.
Audiometric Hearing Levels: Pure tone at 500, 1000, and 2000 cycles per second for each ear of not more than 30dB on the average with no individual level greater than 35dB at those frequencies. Pure tone level not more than 45dB at 3000 cycles per second or 55dB at 4000 cycles per second for each ear.										
AC/5YO Air Traffic Controller (AN)	VE+AR+MK+MC=220 or VE+MK+MC+CS=220	20/200 UNCORR Note (1)	X	X	X	X		60	X	Must be 18 years old upon school entry. Be physically qualified per MANMED article 15-95. No history of drug abuse. Persons convicted by federal/state statutes for drug offense(s) are not eligible. No waivers authorized. Must meet hearing standards contained in MANMED article 15-86.

SCHOOL GUARANTEE PROGRAM MATRIX CON'T

Rating/ School	ASVAB Test Score Qualification	Vision Corr 20/20	NCP	NH	NSI	SCE	Sub Qual	Mos Obli Serv	US Cit	Remarks
AD Aviation Machinist's Mate (AN)	VE+MK+AS=158 or VE+MK+EI=155	X	X	X				48		Vision must correct to 20/20. Must have full field of vision. Must have normal depth perception and color perception.
Audiometric Hearing Levels: Pure tone at 500, 1000, and 2000 cycles per second for each ear of not more than 30dB on the average with no individual level greater than 35dB at those frequencies. Pure tone level not more than 45dB at 3000 cycles per second or 55dB at 4000 cycles per second for each ear.										
AE Aviation Electrician's Mate (AN)	VE+AR+MK+MC=217 or VE+AR+MK+AO=217	X	X			X		48	X	Vision must correct to 20/20. Must have full field of vision. Must have normal depth perception and color perception.
AG Aerographer's Mate (AN)	VE+MK+GS=162 or AR+MK+GS=165		X			X		48	X	
AM/5YO Aviation Structural Mechanic (AN)	VE+AR+MK+AS=210 or VE+AR+MK+MC=210	X	X	X				60		Vision must correct to 20/20. Must have full field of vision. Must have normal depth perception and color perception.

SCHOOL GUARANTEE PROGRAM MATRIX CON'T

Rating/ School	ASVAB Test Score Qualification	Vision Corr 20/20	NCP	NH	NSI	SCE	Sub Qual	Mos Obli Serv	US Cit	Remarks
AME/5YO Aviation Structural Mechanic (Safety Equipment) (AN)	VE+AR+MK+AS=210 or AR+MK+VE+AO=210	X	X	X				60		Vision must correct to 20/20. Must have full field of vision. Must have normal depth perception and color perception.
Audiometric Hearing Levels: Pure tone at 500, 1000, and 2000 cycles per second for each ear of not more than 30dB on the average with no individual level greater than 35dB at those frequencies. Pure tone level not more than 45dB at 3000 cycles per second or 55dB at 4000 cycles per second for each ear.										
AO/5YO Aviation Ordnanceman (AN)	VE+AR+MK+AS=185 or MK+AS+AO=140	20/100 UNCORR Note (1)	X	X		X		60	X	Vision must correct to 20/20. Must have full field of vision. Must have normal depth perception and color perception.
Audiometric Hearing Levels: Pure tone at 500, 1000, and 2000 cycles per second for each ear of not more than 30dB on the average with no individual level greater than 35dB at those frequencies. Pure tone level not more than 45dB at 3000 cycles per second or 55dB at 4000 cycles per second for each ear.										
AS Aviation Support Equipment Technician (AN)	VE+AR+MK+AS=210 or AS+MK+AO=152		X					48		

SCHOOL GUARANTEE PROGRAM MATRIX CON'T

Rating/ School	ASVAB Test Score Qualification	Vision Corr 20/20	NCP	NH	NSI	SCE	Sub Qual	Mos Obli Serv	US Cit	Remarks
AT Aviation Electronics Technician (AN)	VE+AR+MK+MC=217 or VE+AR+MK+AO=217	X	X			X		48	X	Vision must correct to 20/20. Must have full field of vision. Must have normal depth perception and color perception.
Audiometric Hearing Levels: Pure tone at 500, 1000, and 2000 cycles per second for each ear of not more than 30dB on the average with no individual level greater than 35dB at those frequencies. Pure tone level not more than 45dB at 3000 cycles per second or 55dB at 4000 cycles per second for each ear.										
AV Aviation Avionics (AN)	VE+AR+MK+MC=217 or VE+AR+MK+AO=217	X	X			X		48	X	Vision must correct to 20/20. Must have full field of vision. Must have normal depth perception and color perception.
Audiometric Hearing Levels: Pure tone at 500, 1000, and 2000 cycles per second for each ear of not more than 30dB on the average with no individual level greater than 35dB at those frequencies. Pure tone level not more than 45dB at 3000 cycles per second or 55dB at 4000 cycles per second for each ear.										
AW Naval Aircrewman	VE+AR+MK+MC=210 or VE+AR+MK+AS=210	X	X	X	X	X		72	X	AW rate is only available via the Aircrew Programs. Must volunteer for duty involving aerial flight and be physically qualified and psychologically adapted for flight per the appropriate MANMED
Aviation Weight: The maximum acceptable weight is 245 pounds. There is no waiver of this requirement since this is the maximum weight for ejection seat capacity. Body Fat: Males must be less than or equal to 22 percent. Females must be less than or equal to 30 percent.										

SCHOOL GUARANTEE PROGRAM MATRIX CON'T

Rating/ School	ASVAB Test Score Qualification	Vision Corr 20/20	NCP	NH	NSI	SCE	Sub Qual	Mos Obli Serv	US Cit	Remarks
<p>Note: Hay fever, Asthma, Bee Sting, or food allergic reaction and chronic motion sickness are general medical disqualifiers.</p> <p>All AWs will be accessed either as AIRR ATF or AIRC ATF. Refer to Section 3 Warrior Challenge Program for AIRR. Refer to Section 7 Aircrewman Program for AIRC.</p>										
AZ Aviation Maintenance Administration-man (AN)	VE+AR=102					X		48	X	Article. Must be certified as Class II swimmer prior to completion of Recruit Training, with the potential of qualifying as Class I swimmer during AW training. Rescue swimmer and sea-air rescue training included in AW guarantee, therefore strong swimmers are desired. No history of drug abuse.
BM/5YO Boatswain's Mate (SN)	VE+AR+MK+AS=163 or MK+AS+AO=126		X		X			60		
BU/5YO Builder (SN)	AR+MC+AS=145 or VE+AR+MK+AO=209			X				60		
<p>Audiometric Hearing Levels: Pure tone at 500, 1000, and 2000 cycles per second for each ear of not more than 30dB on the average with no individual level greater than 35dB at those frequencies. Pure tone level not more than 45dB at 3000 cycles per second or 55dB at 4000 cycles per second for each ear.</p>										

SCHOOL GUARANTEE PROGRAM MATRIX CON'T

Rating/ School	ASVAB Test Score Qualification	Vision Corr 20/20	NCP	NH	NSI	SCE	Sub Qual	Mos Obli Serv	US Cit	Remarks
CE/5YO Construction Electrician (SN)	AR+MK+EI+GS=201	X	X					60		
CM/5YO Construction Mechanic (SN)	AR+MC+AS=162							60		
CS/5YO Culinary Specialist (SN)	VE+AR=82							60		
CSS/5YO Culinary Specialist (Submarine) (SN)	AR+MK+EI+GS=200 or VE+AR+MK+MC=200				X	X	X	60	X	Refer to Note 9. Must sign NAVPERS 1070/613 Volunteer for Submarine Duty. Must meet drug/alcohol abuse criteria specified in chapter 2.
CT Cryptologic Technician (SN) (CTI, CTM, CTN, CTR, CTT)										HSDG or HSG required. Per ICD 704, applicants with non-citizen immediate family members may be approved. At RTC applicant must participate in an in-depth personal security screening interview conducted

SCHOOL GUARANTEE PROGRAM MATRIX CON'T

Rating/ School	ASVAB Test Score Qualification	Vision Corr 20/20	NCP	NH	NSI	SCE	Sub Qual	Mos Obli Serv	US Cit	Remarks
										By a NAVYIFOR special representative. Moral turpitude offense(s) are generally disqualifying. The PSSQ is required and must be in the PRIDE Mod II record and residual file. Applicants who are former Peace Corps members are not eligible. Must meet drug abuse criteria specified in chapter 2
CTR Cryptologic Technician Collection (SN)	MK+PC=110 or AR+MK+PC>=164			X		X SSBI		48	X	See remarks for CT. CTR applicants read/sign NAVPERS 1070/613 Volunteer for Duty in Submarines and Volunteer for Duty Involving Flying.
CTT Cryptologic Technician Technical (SN)	AR+2MK+GS=212 or AR+MK+CT=159 and Minimum CT>=60		X	X	X	X SSBI		48	X	See remarks for CT. CTT applicants read/sign NAVPERS 1070/613 Volunteer for Duty in Submarines and Volunteer for Duty Involving Flying.

SCHOOL GUARANTEE PROGRAM MATRIX CON'T

Rating/ School	ASVAB Test Score Qualification	Vision Corr 20/20	NCP	NH	NSI	SCE	Sub Qual	Mos Obli Serv	US Cit	Remarks
DC/5YO Damage Controlman (FN)	VE+AR+MK+AS=193 or VE+AR+MK+MC=193		X					60		Applicants attend Basic Engineering Common Core (BECC) and are assigned to first PDS with no additional training.
EA/5YO Engineering Aid (SN)	AR+2MK+GS=207							60		Must have completed ½ year of high school or one college quarter or semester trigonometry. Minimum grade of “C” required. Course title must be specifically trigonometry.
EM/5YO Electrician’s Mate (FN)	VE+AR+MK+MC=210 or AR+MK+EI+GS=210		X					60		Applicants will attend Basic Engineering Common Core (BECC) and will attend an approximately two-week Apprentice Technical Training (ATT) prior to assignment to their first permanent duty station.
EN/5YO Engineman (FN)	VE+AR+MK+AS=188 or VE+AR+MK+AO=193			X				60		Applicants will attend Basic Engineering Common Core (BECC) and will be assigned to their first permanent duty station with no additional training.
<p>Audiometric Hearing Levels: Pure tone at 500, 1000, and 2000 cycles per second for each ear of not more than 30dB on the average with no individual level greater than 35dB at those frequencies. Pure tone level not more than 45dB at 3000 cycles per second or 55dB at 4000 cycles per second for each ear.</p>										

SCHOOL GUARANTEE PROGRAM MATRIX CON'T

Rating/ School	ASVAB Test Score Qualification	Vision Corr 20/20	NCP	NH	NSI	SCE	Sub Qual	Mos Obli Serv	US Cit	Remarks
EO/5YO Equipment Operator (SN)	AR+MC+AS=145		X	X				60		Must have stereoscopic vision. No Driving Under the Influence (DUI) within a one-year period of attending "A" School. Must hold a valid state driver's license. No major vehicle accident to include damages to private, state, or government property in excess of \$5000 or hitting a pedestrian.
<p>Audiometric Hearing Levels: Pure tone at 500, 1000, and 2000 cycles per second for each ear of not more than 30dB on the average with no individual level greater than 35dB at those frequencies. Pure tone level not more than 45dB at 3000 cycles per second or 55dB at 4000 cycles per second for each ear.</p>										
GM/5YO Gunner's Mate (SN)	AR+MK+EI+GS=205 or GS+AR+2MK=205		X	X		X		60	X	No history of drug or alcohol offenses or domestic violence.
<p>Audiometric Hearing Levels: Pure tone at 500, 1000, and 2000 cycles per second for each ear of not more than 30dB on the average with no individual level greater than 35dB at those frequencies. Pure tone level not more than 45dB at 3000 cycles per second or 55dB at 4000 cycles per second for each ear.</p>										
GSE/5YO Gas Turbine System Technician (Electrical) (FN)	VE+AR+MK+MC=210 or AR+MK+EI+GS=210		X					60		Applicants attend Basic Engineering Common Core (BECC) and attend approximately two-week Apprentice Technical Training (ATT) prior to assignment to their first permanent duty station.

SCHOOL GUARANTEE PROGRAM MATRIX CON'T

Rating/ School	ASVAB Test Score Qualification	Vision Corr 20/20	NCP	NH	NSI	SCE	Sub Qual	Mos Obli Serv	US Cit	Remarks
GSM/5YO Gas Turbine System Technician (Mechanical) (FN)	VE+AR+MK+AS=200 or VE+AR+MK+AO=205		X					60		Applicants will attend Basic Engineering Common Core (BECC) and will be assigned to their first permanent duty station with no additional training.
HM/5YO Hospital Corpsman (SN)	VE+AR+MK+GS=209 or MK+GS+2VE=209							60		Applicants must be informed that they will be assigned to duties involving direct patient care and clinical services and may be assigned to the Fleet Marine Force (FMF) for duty. Licensed physicians and dentists are ineligible for this rating. No history of drug abuse or commission of offenses involving alcohol, narcotics, or other controlled substances with the exception of experimental or casual use of marijuana. Applicants must be of highest standards as requirements are strictly adhered to before accession into the HM community. Include all
HM Dental Assistant/5YO Hospital Corpsman (SN)	VE+AR+MK+GS=209 or MK+GS+2VE=209		X					60		

SCHOOL GUARANTEE PROGRAM MATRIX CON'T

Rating/ School	ASVAB Test Score Qualification	Vision Corr 20/20	NC P	NH	NSI	SCE	Sub Qua I	Mos Obli Serv	US Cit	Remarks
HT/5YO Hull Maintenance Technician (FN)	VE+AR+MK+AS=193 or VE+AR+MK+MC=193		X	X		X		60	X	Applicants will attend Basic Engineering Common Core (BECC) and will attend follow-on training lasting approximately 30 days prior to assignment to their first permanent duty station.
Audiometric Hearing Levels: Pure tone at 500, 1000, and 2000 cycles per second for each ear of not more than 30dB on the average with no individual level greater than 35dB at those frequencies. Pure tone level not more than 45dB at 3000 cycles per second or 55dB at 4000 cycles per second for each ear.										
IC Interior Communicati ons Electrician (SN)	AR+MK+EI+GS=213 or VE+AR+MK+AO=218		X			X		48	X	
IT Information Systems Technician (SN)	AR+MK+EI+VE=220 or VE+MK+GS=162 or CT+MK+VE=162 and CT=60		X	X	X	X SSB I		48	X	Per ICD 704, applicants with non-citizen immediate family members may be approved. Moral turpitude offense(s) are generally disqualifying. Must meet drug abuse criteria specified in chapter 2. The PSSQ is required and must be in the PRIDE Mod II record and the residual file.
Audiometric Hearing Levels: Pure tone at 500, 1000, and 2000 cycles per second for each ear of not more than 30dB on the average with no individual level greater than 35dB at those frequencies. Pure tone level not more than 45dB at 3000 cycles per second or 55dB at 4000 cycles per second for each ear.										

SCHOOL GUARANTEE PROGRAM MATRIX CON'T

Rating/ School	ASVAB Test Score Qualification	Vision Corr 20/20	NCP	NH	NSI	SCE	Sub Qual	Mos Obli Serv	US Cit	Remarks
LN Legalman (SN)	VE+MK=105 and VE>=52 or VE+AR=105 Minimum VE = 52				X	X		48	X	Must be HSDG or HSG. Must type minimum of 40 WPM when enlisted. No NJP or civil involvement within past 24 months (except minor traffic). No drug or alcohol waivers above NAVTALACQGRU CO level. Must be eligible for security clearance.
LS/5YO Logistics Specialist (SN)	AR+VE=96							60		
LSS/5YO Logistics Specialist (Submarine) (SN)	AR+MK+EI+GS=20 0 or AR+VE+MK+MC=2 00	X		X	X	X	X	60	X	Refer to Note 9. Must sign NAVPERS 1070/613 Submarine Duty Volunteer. Must meet drug/alcohol abuse criteria specified in chapter 2

SCHOOL GUARANTEE PROGRAM MATRIX CON'T

Rating/ School	ASVAB Test Score Qualification	Vision Corr 20/20	NCP	NH	NSI	SCE	Sub Qual	Mos Obl Serv	US Cit	Remarks
MA Master-at-Arms (SN)	WK+AR=98 and WK=43	X	X	X	X	X		48	X	Must be HSDG or HSG. PSSQ screening required. Must have normal depth perception. No history of drug offenses, alcohol offenses, or criminal offenses. No history of drug use, with the exception of marijuana which cannot have been used within 36 months prior to attending "A" school. The applicant MUST be a U.S. citizen (no waivers) and all immediate family members must be either a U.S. citizen or the citizen of a country on the low threat matrix listed in ICD 704 of 1 October 2008. Must possess a valid driver's license (not just be eligible for a valid license). No history or current use of prescribed medications for mental impairment or disorder, emotional instability, or other physical condition that impairs the performance of law enforcement and security duties. Must be able to qualify and be issued to carry local requisite weapon systems. Must be eligible for and maintain a security clearance.

SCHOOL GUARANTEE PROGRAM MATRIX CON'T

Rating/ School	ASVAB Test Score Qualification	Vision Corr 20/20	NCP	NH	NSI	SCE	Sub Qual	Mos Obli Serv	US Cit	Remarks
MC/5YO Mass Communication Specialist (SN)	VE+AR=115 and VE=55	X	X			X		60	X	HSDG/HSG required.
MM/5YO Machinist's Mate (FN)	VE+AR+MK+AS=188 or VE+AR+MK+AO=193			X				60		Applicants will attend Basic Engineering Common Core (BECC) and will be assigned to their first permanent duty station with no additional training.
Audiometric Hearing Levels: Pure tone at 500, 1000, and 2000 cycles per second for each ear of not more than 30dB on the average with no individual level greater than 35dB at those frequencies. Pure tone level not more than 45dB at 3000 cycles per second or 55dB at 4000 cycles per second for each ear.										
MMS/5YO Machinist's Mate (Submarine) and MMA/5YO Machinist's Mate (Auxiliary) (FN)	VE+AR+MK+EI=207 or AR+GS+MC+EI=207	X	X	X	X	X	X	60	X	Refer to Note 9. Must sign NAVPERS 1070/613 Submarine Duty Volunteer. Must meet drug/alcohol abuse criteria specified in chapter 2.

SCHOOL GUARANTEE PROGRAM MATRIX CON'T

Rating/ School	ASVAB Test Score Qualification	Vision Corr 20/20	NCP	NH	NSI	SCE	Sub Qual	Mos Obli Serv	US Cit	Remarks
MN Mineman (SN)	VE+AR+MK+MC=210 or AR+MK+VE+AO=216		X			X		48	X	Must be able to pass overseas screening per MILPERSMAN ARTICLE 1300-302. No pre-service drug, alcohol, or conduct waivers allowed.
MR Machinery Repairman (FN)	VE+AR+MK+AS=205 or VE+AR+MK+MC=205 or AS+MK+AO=148	X		X				48		Applicants will attend Basic Engineering Common Core (BECC) and will attend follow-on training lasting approximately 30 days prior to assignment to their first permanent duty station.
<p>Audiometric Hearing Levels: Pure tone at 500, 1000, and 2000 cycles per second for each ear of not more than 30dB on the average with no individual level greater than 35dB at those frequencies. Pure tone level not more than 45dB at 3000 cycles per second or 55dB at 4000 cycles per second for each ear.</p>										
MU Musician (SN)	Selection based on personal audition at School of Music or Navy Band. ASVAB test score qualification: 31. (No line score criteria)									Refer to chapter 4, Section 12 for specifics.
OS/5YO Operations Specialist (SN)	VE+MK+CS=148 or AR+2MK+GS=198		X	X	X	X		60	X	Must meet drug/alcohol abuse criteria specified in chapter 2.

SCHOOL GUARANTEE PROGRAM MATRIX CON'T

Rating/ School	ASVAB Test Score Qualification	Vision Corr 20/20	NCP	NH	NSI	SCE	Sub Qual	Mos Obli Serv	US Cit	Remarks
PR Aircrew Survival Equipmentman (AN)	VE+AR+MK+AS=18 5 or MK+AS+AO=140	X	X					48		Visual acuity (near and distant) must correct to 20/20 or better in each eye and correction must be worn per MANMED Article 15-99. Must meet color perception standards contained in MANMED ARTICLE 15-85. No obvious heterotropia or symptomatic heterophoria (NOHOSH).
PS Personnel Specialist (SN)	VE+MK=103 or VE+MK+CS=148							48		Must not have been convicted or received punishment for any crime incident to larceny or fraud by a court-martial under UCMJ Article 15 or by a civilian court within the previous 36 months.
QM/5YO Quartermaster (SN)	VE+MC+MK+GS=19 6 or MK+VE=100	X	X		X	X		60	X	

SCHOOL GUARANTEE PROGRAM MATRIX CON'T

Rating/ School	ASVAB Test Score Qualification	Vision Corr 20/20	NCP	NH	NSI	SCE	Sub Qual	Mos Obli Serv	US Cit	Remarks
RP Religious Program Specialist (SN)	VE+MK=105 or VE+MK+CS=157				X	X		48	X	Must complete favorable interview by Chaplain/RP Screening Committee at RTC. HSDG or equivalent with successful completion of 10 th grade. Repeat military offenders and personnel convicted by military or civilian authorities of any criminal offense reflecting unfavorably upon their character or integrity are ineligible for the RP rating. Moral turpitude offense(s) are disqualifying. Ministers, Priests, or Rabbis are ineligible for this rating. Must possess a valid state driver's license.
RS/5YO Retail Specialist (SN)	VE+AR=89							60		No conviction from any crime of larceny or fraud within previous 36 months.

SCHOOL GUARANTEE PROGRAM MATRIX CON'T

Rating/ School	ASVAB Test Score Qualification	Vision Corr 20/20	NCP	NH	NSI	SCE	Sub Qua I	Mos Obli Serv	US Cit	Remarks
STG/5YO Sonar Technician (Surface) (SN)	AR+MK+EI+GS=223 or AR+MK+VE+AO=228	X	X	X	X	X PRP		60	X	Must meet minimum auditory requirements set forth in NAVPERS 18068 Navy Enlisted Occupation Standards. Must meet drug abuse criteria specified in chapter 2.
<p>Audiometric Hearing Levels: Pure tone at 500, 1000, and 2000 cycles per second for each ear of not more than 30dB on the average with no individual level greater than 35dB at those frequencies. Pure tone level not more than 45dB at 3000 cycles per second or 55dB at 4000 cycles per second for each ear.</p>										
SECF Submarine Electronics/ Computer Field (SN)	AR+MK+EI+GS=222 or VE+AR+MK+MC=222		X	X	X	X SSBI	X	60	X	Refer to Note 9. Must sign NAVPERS 1070/613 Submarine Duty Volunteer. Must meet drug/alcohol abuse criteria specified in chapter 2. Guarantee is for ST, FT, or ET Class "A" School with submarine volunteers required. PSSQ required.
SW Steelworker (SN)	AR+MC+AS=145							60		

SCHOOL GUARANTEE PROGRAM MATRIX CON'T

Rating/ School	ASVAB Test Score Qualification	Vision Corr 20/20	NCP	NH	NSI	SCE	Sub Qual	Mos Obli Serv	US Cit	Remarks
UT Utilitiesman (SN)	GS+AR+MK+EI=205 or AR+AS+MK=145							60		
YN Yeoman (SN)	VE+MK=99 or VE+MK+CS=148					X		48	X	
YNS Yeoman (Submarine) (SN)	AR+MK+EI+GS=200 or VE+AR+MK+MC=200				X	X SSBI	X	48	X	Refer to Note 9. Must sign NAVPERS 1070/613 Submarine Duty Volunteer. Must meet drug/alcohol abuse criteria specified in chapter 2. PSSQ Screening Required

Notes:

1. VISION CORR 20/20 = Vision must correct TO 20/20. When specified, uncorrected visual acuity must not be greater than that indicated (i.e., 20/100), and must be correctable to 20/20.
2. NCP = Normal Color Perception. Must correctly identify 10 of 14 plates during PIP test. FALANT is not acceptable.
3. NH = Normal Hearing. Defined as PULHES Code of "1" under the Hearing Section "H".
4. NSI = No Speech Impediment.
5. SCE = Must be eligible for Security Clearance.
6. SUB QUAL = Submarine Qualified.
7. MOS OBLI SERV = Obligated Service/Months.
8. US CIT = U.S. Citizenship required.
9. Submarine volunteers must meet physical standards per MANMED ARTICLE 15-106. Initially, MEPS physical is satisfactory. Submarine volunteers should be briefed that a more detailed physical will be conducted at RTC or BESS to determine physical qualifications for submarines.

Exhibit 5-9. School Guarantee Program Matrix

SECTION 7
AIRCREWMAN PROGRAM

050701. General. This is a six-year enlistment program guaranteeing an initial flying assignment as a flight crewmember in fixed wing or helicopter aircraft and provides for training via various Class "A" Schools for a specific service rating within the naval aircrewman (AW) general rating. Applicants undergo some of the most demanding physical training offered by the military services. Recruits must volunteer for flying duty, be capable of passing a Class II swim test, and pass an aviation flight physical. Applicants must be made aware that their entrance physical examination will be verified for flight qualifications at RTC and Naval Aircrewman Candidate School (NACCS).

050702. Qualifications. Applicants must meet all enlistment eligibility requirements specified in chapter 2, the additional requirements listed in subparagraphs 050702a through 050702g, and exhibit 5-10 Aircrewman Program Matrix.

a. ASVAB. Applicants must have a minimum score of $VE+AR+MK+MC=210$ or $VE+AR+MK+AS=210$. Recruits' ASVAB scores will be reviewed upon classification at NACCS to ensure further qualification for a specific source rating.

b. Age. Applicants must be 30 years of age or less at the time of enlistment.

c. Physical Fitness. While in DEP, but prior to shipping, Aircrew candidates must pass the Navy's physical readiness test (PRT) with a score of satisfactory for their age and gender (refer to OPNAVINST 6110.1). Prior to being administered the PRT, Aircrew candidates must have passed a physical at MEPS and have signed a hold harmless agreement. PRT test results will be documented in Sales force. Additionally, at the time of classification, all aircrew candidates must read and sign NAVPERS 1070/613 Aircrewman Statement of Understanding which outlines the physical requirements to commence and graduate from NACCS.

d. Drug Usage. Use of illegal or controlled substances is cause for application disapproval due to the inherently hazardous nature of this program. Drug waivers will be considered on a case-by-case basis per chapter 2.

e. Citizenship. Must be a U.S. citizen.

f. Prior Service. Refer to chapter 4, section 8, section 9, or section 10 (as appropriate).

g. Education. Must be a high school graduate.

050703. Security Clearance. Applicants must have citizenship and character requirements to be granted a SECRET clearance and meet reliability standards for assignment to the Personnel Reliability Program (PRP as specified in SECNAVINST 5510.30). A complete PRP screen is not required for enlistment.

050704. Service Ratings. Men and Women enlisted in the Aircrew program will be assigned to one of the following service ratings within the naval aircrewman (AW) general rating: Aircrewman helicopter (AWS), aircrewman operator (AWO), aircrewman mechanical (AWF), or aircrewman avionics (AWV). Assignment to a specific class “A” school for a service rating within the program will be made while assigned to NACCS and will be based on the applicant’s test scores, personal desires, needs of the Navy, and continued eligibility for the Aircrew program.

050705. Training Cycle. Trainees are normally assigned to Class “A” School immediately after completion of NACCS. The normal training cycle is:

- a. Recruit Training (Great Lakes, IL)
- b. Naval Aircrew Candidate School (NACCS, Pensacola, FL)
- c. Class “A” School (Pensacola, FL)
- d. Survival Evasion Resistance Escape (SERE) School (San Diego, CA or Brunswick, ME)
- e. Fleet Replacement Squadron (FRS) various locales)
- f. Initial squadron assignment (various locales)

050706. Enlistment Term. Applicants enlist in the U.S. Navy as AC or in the RC Full Time Support (FTS) Enlistment Program for four years and concurrently execute a NAVPERS 1070/621 Agreement to Extend Enlistment or NAVPERS 1070/622 Agreement to Recall or Extend Active Duty for 24 months using the following narrative for entry: “Training in the Aircrew Program and accelerated advancement to paygrade E4 per MILPERSMAN Article 1220-010. Accelerated advancement to E4 is authorized only after successful completion of NACCS, Class “A” School, and Fleet Replacement Squadron (FRS) training. I understand that this extension becomes binding upon execution and thereafter may not be cancelled except as provided for in MILPERSMAN Article 1160-040.

This is my first enlistment.

Total aggregate of extension: 24 months.”

Note: For NAVPERS 1070/622, substitute “total reserve active duty obligation (RADO) is 72 months.”

050707. Apprenticeship and Paygrade

a. Entry. All accepted applicants are enlisted in Paygrade E1. This does not preclude enlistment in paygrade E2 or E3 per chapter 7, Section 5. The Recruit Training curriculum is the same as required for all new accessions.

b. Accelerated Advancement

(1) Individuals accepted to the Aircrewman Program, including P-3 flight engineer training, are authorized accelerated advancement to paygrade upon successful completion of FRS training and award of the appropriate Aircrewman NEC designation.

(2) Eligibility for accelerated advancement to paygrade E4 is terminated if an individual is disqualified for duties because of disciplinary infractions prior to advancement to E4. This does not preclude advancement to paygrade E2 or E3 on normal advancement criteria.

(3) Accelerated advancement to paygrade E4 requires a six-year active duty obligation as set forth in MILPERSMAN article 1220-010. If a member is reduced in rate subsequent to accelerated advancement to E4, there is no change to active obligated service.

050708. Disenrollment

a. Failure to Qualify. Members who fail to remain qualified are not entitled to further aircrewman training. This includes members who drop on request (DOR) or non-volunteers from the Aircrewman Program.

(1) Canceling extension of enlistment because of disenrollment from the Aircrewman Program is per MILPERSMAN Article 1160-040. Applicants must be specifically counseled that if they DOR, request removal from flight status, or are found not desirable for continuation in the Aircrewman Program, the extension agreement may be cancelled.

(2) Since acceptance of accelerated advancement to E4 requires a six-year active duty obligation, applicants who DOR, request removal from flight status, or are found not desirable for continuation, but who have accepted accelerated advancement, retain their extension obligation.

(3) Those who do not meet the basic eligibility criteria prescribed subsequent to enlisting and enrollment are subject to disenrollment even if the individual is not at fault.

(4) Personnel may be disenrolled for demonstrated unreliability. Evidence includes involvement with military or civilian authorities that cast serious doubt on the individual's reliability for assignment as a naval aircrewman.

b. Disposition of Members Disenrolled. The Aircrewman Program is voluntary. Individuals may request to be disenrolled at any time. Process disenrolled personnel as indicated in subparagraphs 050708b(1) through 050708b(4).

(1) RTC. Per Production Management Office (PMO) monthly reclassification guidance.

(2) NACCS. Disenrollees may be reclassified provided they meet the provisions of MILPERSMAN Articles 1236-020 and 1220-020. However assignment to Class “A” School is not guaranteed and is subject to the needs of the Navy.

(3) FRS Training. Individuals disenrolled from Aircrewman FRS training, including P-3 Flight Engineer training, are not eligible for automatic advancement to E4 and may not necessarily be retained in the Aircrewman Program. BUPERS-321 is the final authority for determination of Aircrewman Program or Class “A” School eligibility.

(4) Class “A” School. Individuals who fail to complete Class “A” school for academic reasons may, if qualified, be reclassified to another Class “A” school. Inability to successfully complete Class “A” School will be cause for disqualification from the Aircrewman program.

050709. Agreement to Extend Enlistment. This form is required for enlistment in the Aircrewman program. The applicant or Future Sailor signs the prepared agreement on the day of DEP enlistment or reclassification.

050710. Aircrewman Program Screening. Table 5.6 portrays program conduct eligibility requirements. Any level of review authority has final eligibility determination disapproval.

Table 5.6 AIRR Program Eligibility Requirements

AIRR PROGRAM ELIGIBILITY REQUIREMENTS		
Type of Offense	Number of Offenses	Approving Authority
Traffic Violations	One to five Six or more within two years	No determination required NAVCRUITCOM N32
Non-Traffic Offenses (Minor Misdemeanors)	One or two Three to five Six or more	NAVTALACQGRU CO NAVCRUITCOM N32 Not Eligible
Misconduct (Serious Misdemeanors)	One Two Three or more	NAVTALACQGRU CO NAVCRUITCOM N32 Not Eligible
Combination of Non-Traffic and Misconduct Offenses.	Combination of one Non-Traffic Offense and one Misconduct	NAVCRUITCOM N32
Major Misconduct (Felonies)	One or more at any age	Not Eligible

050711. Aircrewman Program Statement of Understanding. All applicants must read and sign NAVPERS 1070/613 Aircrewman Program Statement of Understanding upon DEP enlistment or reclassification and uploaded into PRIDE Mod II. Classifiers must sign as witness. This document must be filed in the enlistment kit for forwarding to RTC upon the member’s shipping.

AIRCREWMAN PROGRAM MATRIX

Rating/ School	ASAB Test Score Qualification	Vision Corr 20/20	NCP	NH	NS I	SCE	Sub Qual	Mos Obli Serv	US Cit	Remarks														
AIRC – Aircraftman (AN)	VE+AR+MK+MC=210 or VE+AR+MK+AS=210	20/20	X	X	X	X		72	X	Meet physical under U.S. Navy MANMED Articles. For PRT refer to 050702 (c). Must meet drug abuse criteria specified in chapter 2. Must be 30 years of age or less at time of accession. HSDG and HSG only.														
<p>Note: Normal color and depth perception. Vision must correct to 20/20 in both eyes and correction must be worn. Per MANMED P-117, Article 15-92, applicants must meet the hearing standards for Student Naval Aviator (SNA) (refer to chart below). No speech impediment. All applicants will test for “reading aloud” per MANMED P-117 Article 15-95. Per OPNAVINST 3710.7, aviation duty minimum and maximum nude body weights are 103 pounds and 245 pounds respectively. Applicants for aviation programs are held to strict physical standards and therefore are less likely to be recommended for waivers. All waivers to the physical standards for AIRC applicants will be submitted per MANMED P-117, Article 15-83. Hay fever, asthma, bee sting/food allergy reaction and chronic motion sickness are disqualifying.</p>																								
<table border="1"> <thead> <tr> <th colspan="2">AIRCREW HEARING STANDARDS</th> </tr> <tr> <th>Frequency (hz)</th> <th>Decibel (dB)</th> </tr> </thead> <tbody> <tr> <td>500</td> <td>25</td> </tr> <tr> <td>1000</td> <td>25</td> </tr> <tr> <td>2000</td> <td>25</td> </tr> <tr> <td>3000</td> <td>45</td> </tr> <tr> <td>4000</td> <td>55</td> </tr> </tbody> </table>											AIRCREW HEARING STANDARDS		Frequency (hz)	Decibel (dB)	500	25	1000	25	2000	25	3000	45	4000	55
AIRCREW HEARING STANDARDS																								
Frequency (hz)	Decibel (dB)																							
500	25																							
1000	25																							
2000	25																							
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4000	55																							

Exhibit 5-10. Aircraftman Program Matrix

SECTION 8
NAVY VETERANS (NAVETS)

050801. General. Per OPNAVINST 1100.4C, NAVETs are applicants whose last tour of active duty or active duty for training (AD/ACDUTRA) was in the U.S. Navy or U.S. Navy Reserve, have been discharged or released more than 24 hours, and who completed a minimum of 12 consecutive weeks of AD/ACDUTRA (to include Recruit Training graduation). Applicants in the New Accession Training (NAT) Program applying for enlistment in the AC are also considered NAVETS even though they may have completed less than 12 consecutive weeks ACDU or ACDUTRA. Those with less than 12 consecutive weeks of prior active duty naval service are considered NPS applicants for classification purposes if they are not in the NAT Program and have not completed the full 9 week Navy recruit training. However, they must meet Reenlistment Code (RE-Code) eligibility requirements. All NAVET applicants are required to pass a Navy Physical Readiness Test per OPNAVINST 6110.1. Additionally, all NAVET applicants require prior approval from NAVCRUITCOM N35 before enlistment.

050802. Requirements and Procedures

- a. NAVETs must reenlist per this section and meet the basic enlistment eligibility requirements delineated in Chapter 2 unless otherwise stated in this instruction.
- b. NAVETs with civilian experience convertible to a Navy rating may be approved for a higher paygrade from the one previously held. For example, an E4 NAVET who served as a police officer for three years may be eligible for the MA rating under the Prior Service Reenlistment Eligibility (PRISE) III Program as a MA2. All such requests require ECM approval via NAVCRUITCOM N35. Only NAVCRUITCOM N35 is authorized to contact the ECM for such approval. NAVTALACQGRUs will submit requests to NAVCRUITCOM N35 via the respective NAVCRUITREG Commander. The maximum paygrade for accession via PRISE III is E5. PRISE III NAVETs will be promoted to the contracted and approved paygrade upon successful completion of the contracted Class "A" School, and if required, Class "C" School.
- c. NAVETs will only be enlisted in under-manned rates and ratings. All entry requests, including conversions, must be authorized by the applicable ECM, via NAVCRUITCOM N32, due to rating manning issues. Refer to chapter 2 for returning temporary disability retirement list (TDRL) NAVETs. These applicants will be reenlisted in their previous rating and paygrade per this instruction.
- d. Depending on current manning, some ratings may have restrictions for reenlistment paygrades. NAVETS who agree to reenlist in a paygrade lower than that held at discharge must sign NAVPERS 1070/613 Voluntary Reduction in Rate.
- e. NAVETs enlisting in a rate different from their previous one must be enlisted under the PRISE III Program. Refer to section 9.

f. Prior service must be verified with the original or certified copy of the DD Form 214. If an appropriate DD Form 214 is not available, or evidence of alteration exists, prior service will be verified through the Reenlistment Eligibility Data Display (REDD) Web Application. A printed screen portrait of the applicant's military history will be acceptable for applicant processing.

(1) NAVETs must meet RE-code requirements to be enlistment eligible. Refer to chapter 8, section 3 of this manual.

(2) NAVETs discharged under the voluntary separation incentive (VSI) or special separation benefit (SSB) programs are enlistment eligible (DD Form 214, Blocks 26/27 will list "KCA"/"RE-3Y" for VSI and "KCB"/"RE-3Z" for SSB). NAVETs separated with severance pay are eligible for reenlistment and will have their severance pay recouped from future retirement monies.

g. NAVETs must be able to complete 20 years of service by age 60. No waivers will be considered.

h. NAVETs must meet dependency requirements delineated by chapter 2.

i. NAVETs discharged in paygrade E3 or below must have one year or less of prior service and no more than six years broken service.

j. NAVETs with more than one year of prior service must have been discharged in paygrade E4 or higher and have no more than five years broken service.

k. NAVETs discharged in paygrades E4 through E6 cannot have more than five years broken service without ECM waiver approval. Waiver requests should document significant Reserve service or civilian equivalent certification.

l. NAVETs accessed in paygrade E4 must have no more than four years of prior service to enlist. NAVETs accessing in paygrade E5 must have no more than 10 years of prior service and those accessing in paygrade E6 must have no more than 14 years of prior service.

m. NAVETs reenlisting in their previous rating must be able to enlist/obligate for at least four years of service without reaching high year tenure (HYT) constraints. NAVETs enlisting under the provisions of PRISE III must reenlist for four years. For ratings requiring 5 or 6 years OBLISERV, Sailors will then execute one or two 12-month extension (s) based in the length of required OBLISERV. One 24-month extension is not authorized.

n. If frocked at the time of discharge NAVETs can request reenlistment in the frocked paygrade only if reenlisting within six months of discharge and in the previously held rating. ECM and PERS-811 approval, via NAVCRUTCOM N35, is required. NAVETs converting to a new rating via PRISE III are ineligible for reenlistment in a prior frocked paygrade.

- o. MEPS may accept a separation physical examination if it is not more than one year old. This date is computed from the date of the separation examination to the date of MEPS processing. The NAVET must provide a copy of their DD Form 2808 or MHS Genesis Readiness Report separation physical and will be required complete a new DD Form 2807-2 at MEPS.
- p. E3 personnel previously designated as a striker may enlist in a designated status with the respective N132/ECM approval via NAVCRUITCOM N32.
- q. NAVTALACQGRUs must ensure NAVETs are qualified (mentally, morally, and physically) for the rating into which they are reenlisting or converting.
- r. AIRR, ND, EOD, SO, SB, and candidates for these programs must meet all eligibility criteria per MILPERSMAN articles 1220-010, or 1220-100 - 1220-400 which provide the requirements and guidance on assembling and submitting entry application packages. Although normally used by active duty personnel, these requirements must also be met by NAVETs. NAVETs interested in returning to or applying for Warrior Challenge Programs must submit an application package, specifying the desired program, to NAVCRUITCOM N32 per MILPERSMAN Articles 1220-010, 1220-100 - 1220-400. Additional guidance, including EOD, ND, SO, and SB application package content checklist, is available at: <https://www.npc.navy.mil/enlisted/seal/>. NAVET applicants for Warrior Challenge Programs must meet Physical Screening Test requirements established chapter 5.
- s. Prior to entering the DER Program, the EPO or EPDS must review and sign the kit verifying the applicant's enlistment eligibility. The following statement, signed by the NAVTALACQGRU CO or by directional authority, is required on DD Form 1966, Section VI, Remarks:
- “Authorized to enlist in the U.S. Navy by (insert approving authority, e.g., CO NAVTALACQGRU _____) as (rate). NAVTALACQGRU _____ has verified that the guaranteed rating has been approved by NAVCRUITCOM N32 and that the applicant meets RE-code, high year tenure, and guaranteed rating eligibility requirements (mental, moral, and physical).”
- t. Recruiting personnel will make no oral or written promises or guarantees regarding Selective Reenlistment Bonus (SRB). NAVETs in a SRB eligible rating or possessing one of the SRB eligible NECs, and not reenlisting under PRISE III, must sign NAVPERS 1070/613 Selective Reenlistment Bonus (SRB).
- u. NAVETs must be enlisted through the Direct Enlistment Reservation (DER) Program. NAVETS that are either SELRES or IRR require a DD Form 368 approved by NAVPERSCOM (PERS-913). The approved DD Form 368 must be signed and returned to the approving authority on enlistee's accession date.

v. NAVETs are ineligible for the Navy College Fund or new benefits under the Montgomery GI Bill however, eligibility for benefits predicated on initial NPS enlistment is not affected. An Enlistment Bonus (EB) may be granted if the DD Form 4 and annexes from all previous active duty and reserve enlistments are provided in order to verify that no previous EB was awarded and the member is eligible per the current EB NAVADMIN. NAVTALACQGRU CO pre-approval of the EB is required.

050803. NAVET In-Processing Site. NAVETs re-accessing into the AC do not attend Navy recruit training but are ordered to RTC Great Lakes (UIC 42125) for in-processing only (e.g., duty station assignment, administrative processing, uniform outfitting, etc.). NAVETs should bring previously purchased, fully serviceable sea bag items to avoid unnecessary expenses. Inform NAVETs that it may require up to 60 days to complete processing at RTC although average processing time is 30 days for CONUS orders and 45 days for OUTCONUS orders.

050804. Enlistment Requirements and Procedures for NAT. NATs in the Selected Reserve (SELRES) or Individual Ready Reserve (IRR) phase of their Military Service Obligation (MSO) may be accessed for reenlistment on active duty providing 24 months of service as a mandatory drilling obligation is fulfilled as per BUPERSINST 1001.39, section 703. Additionally, NAT accessions are also subject to the policies listed in subparagraphs 050804a through 050804d pertaining to NAVETs:

- a. NATs require ECM approval, via NAVCRUITCOM N35.
- b. NATs require a DD Form 368 approved by NAVPERSCOM (PERS-913).
- c. NATs are eligible for reenlistment with a guarantee for a new Class "A" school only if they are not approved to reenlist in their previous rating. NATs must be mentally, morally, and physically qualified for a new rating and quotas must be available in PRIDE Mod II.
- d. NATs reenlisting into the AC are not required to attend RTC.

SECTION 9
PRIOR SERVICE REENLISTMENT ELIGIBILITY (PRISE) III PROGRAM

050901. General. The PRISE III Program offers reenlistment opportunities and rating conversion to Navy Veterans (NAVETs) who apply to reenlist in the AC after being discharged or released for more than 24-hours and are not approved to reenlist in their previously held rating. All PRISE III NAVETs require ECM approval, via NAVCRUITCOM N35. NAVETs reenlisting under this program must be qualified for the new rating.

050902. Requirements and Procedures

- a. Must have been discharged in an undesignated status or designated in a rating that BUPERS-32 has designated “Not Open” to NAVETs.
- b. NAVETs generally must have at least 12 consecutive weeks of prior naval service, but no more than 6 years of prior naval service to enlist under PRISE III.
- c. Must have been recommended for reenlistment on date of discharge.
- d. All PRISE III reenlistments will obligate for four years in the U.S. Navy (not Navy Reserve). For ratings requiring 5 or 6 years of OBLISERV, Sailors will then execute one or two 12-month extension(s) based on the length of required OBLISERV. One 24-month extension is not authorized.
- e. PRISE III NAVETs will be promoted to the contracted and approved paygrade upon successful completion of the contracted training pipeline. NAVETs reenlisting under the PRISE III program who do not successfully complete contracted Class “A” School for any reason will be reclassified by BUPERS, Production Management Office (BUPERS-6) into another rating for which they are qualified and a vacancy exists. If the member does not qualify for reclassification, where a vacancy exists, the member will be separated based on the needs of the Navy. NAVCRUIT 1133/72 (PRISE III Paygrade Reduction Annex) will be used for all PRISE III NAVETs.
- f. Prior to accession the EPO or EPDS must review and sign the kit verifying the applicant’s enlistment eligibility. The following statement, signed by the NAVTALACQGRU CO or by directional authority, is required on DD Form 1966, section VI, remarks:

“Authorized to enlist in the U.S. Navy by (insert approving authority, e.g., NAVCRUTDIST Raleigh) as (rate) with a guaranteed conversion to (rate) under the PRISE III Program. NAVTALACQGRU _____ has verified that the guaranteed rating is open to NAVETs and that the applicant meets RE-Code, High Year Tenure, test score, and guaranteed rating physical eligibility requirements.”
- g. NAVETS applying for entry into ND, EOD, SO, or SB, must meet all MILPERSMAN Article 1220-010 and 1220-100 – 1220-400 eligibility criteria.

(1) Applicants will be accessed in paygrade E3 or below with a guarantee for SO, SB, EOD, or ND rating and training and will be ordered to RTC Great Lakes (UIC 42125). A service record entry must be made utilizing NAVPERS 1070/613.

(2) If an NSW or NSO candidate fails to screen or complete the contracted course they may be eligible for reclassification with the gaining ECM's approval.

(3) The PRISE III Program is not a reenlistment incentive program. PRISE III enlistees may be eligible for an SRB. Recruiting personnel, however, will make no verbal or written promises regarding SRB eligibility. Applicants must sign NAVPERS 1070/613 Selective Reenlistment Bonus (SRB) if guaranteed a PRISE III Class "A" School that is SRB eligible.

h. Another Class "A" School will be assigned, as determined by NAVPERSCOM (PERS-4010) if the Class "A" School guaranteed at enlistment is not available once the member returns to active duty.

050903. NAVET In-Processing Site. NAVETS re-accessing into the AC do not attend Navy recruit training but are ordered to RTC Great Lakes (UIC 42125) for in-processing only (e.g., duty station assignment, administrative processing, uniform outfitting, etc.). NAVETs should bring previously purchased, fully serviceable sea bag items to avoid unnecessary expenses. Inform NAVETs that it may require up to 60 days to complete processing at RTC, although average processing time is 30 days for CONUS orders and 45 days for OUTCONUS orders.

SECTION 10
OTHER SERVICE VETERANS (OSVET)

051001. General. Per OPNAVINST 1100.4C, OSVETs are applicants whose last tour of active duty or active duty for training (AD/ACDUTRA) was in a branch of service other than the U.S. Navy, have been discharged or released more than 24 hours, and who completed a minimum of 12 consecutive weeks of AD/ACDUTRA. Applicants discharged from another branch of service with less than 12 consecutive weeks of AD/ACDUTRA are considered NPS for classification purposes. However, they must meet RE-Code eligibility requirements contained in chapter 8, section 3. OSVETs are not eligible for enlistment under the PRISE III Program.

Note: Applicants discharged from another branch of service without having graduated from basic training (boot camp) will not be considered an OSVET and will be required to attend Navy recruit training (boot camp), regardless of how much AD/ACDUTRA the applicant has accumulated. Completion of basic training only without having twelve consecutive weeks of active duty does not constitute being an OSVET; if the applicant did not complete at least twelve consecutive weeks of active duty, he or she cannot process as an OSVET.

051002. Requirements and Procedures

- a. OSVETs must qualify for a critical ratings or NEC to be enlistment eligible. Qualification is based on current (less than two years old) ASVAB line scores.
- b. Prior service must be documented with the original or certified copy of DD Form 214, Copy 4. Verify prior service through the Reenlistment Eligibility Data Display (REDD) Web Application if the DD Form 214 is not available or evidence of alteration exists.
 - (1) RE-Code eligibility requirements are contained in chapter 8, Section 3. OSVETs discharged under VSI or SSB (DD Form 214, Block 26 will list “KCA” or “KCB”) are not enlistment eligible.
 - (2) OSVETs separated with severance pay, whether voluntary or involuntary, are eligible for reenlistment and will have their severance pay recouped from future retirement monies.
- c. OSVETs discharged in paygrades E1 through E3 cannot have more than five years broken service; those discharged in paygrades E4 through E6 cannot have more than six years broken service.
- d. OSVETs discharged in paygrades E1 through E4 must have six or fewer years of prior service. Those discharged in paygrade E5 must have 10 or fewer years of prior service and OSVETs discharge in paygrade E6 must have 14 or fewer years of prior service. High year tenure (HYT) limits apply to OSVETs as indicated in subparagraphs 051002d(1) and 051002d(2).

- (1) Use only total active Navy service, if any, to compute HYT limits for E4 and below.
 - (2) Use all active military service to compute HYT limits for E5 and senior.
- e. OSVETs must be able to complete 20 years of military service for retirement by age 60. No waivers will be considered.
- f. OSVETS must meet education and dependency requirements delineated in chapter 2.
- g. OSVETs honorably discharged in paygrades E3 and senior who meet enlistment criteria will be enlisted at one paygrade lower than that held at discharge but not lower than paygrade E3. Requests to enlist OSVETs who were separated from previous service at paygrade E5 and senior will be approved on a case-by-case basis by the ECM. Requests to ECM will be submitted via NAVCRUITCOM N35.
- (1) OSVETs eligible for advanced paygrade will enlist in the applicable apprenticeship program for the new rating and, upon successful completion of training, will be promoted to the contracted paygrade and rating. Failure to complete training will result in assignment as SN in the Fleet or reclassification to a critical rating (with ECM approval). Once designated in a rating OSVETs may not request conversion for two years.
 - (2) Marine Corps OSVETs discharged in paygrade E2 will be enlisted in paygrade E2. Marine Corps OSVETs discharged in paygrades E3 and senior who do not have skills convertible to a critically under-manned rating, as determined by ECM, will be enlisted in paygrade E3 and guaranteed a critically under-manned rating or program.
 - (3) OSVETs applying for AIRR, ND, EOD, SO, or SB must meet all MILPERSMAN ARTICLE 1220-010, or 1220-100 – 1220-400 provisions. These articles also provide requirements and guidance on assembling and submitting application packages for entry into Warrior Challenge Programs. Although normally used by active duty personnel, these requirements must also be met by OSVETs. OSVETs interested in returning to or applying for Warrior Challenge Programs must submit an application package specifying the desired program to NAVCRUITCOM N35 per the aforementioned MILPERSMAN Articles. Additional guidance, including EOD/ND/SO/SB application package content checklist, is available at www.npc.navy.mil/enlisted/seal/. OSVET applicants for Warrior Challenge Programs must meet Physical Screening Test requirements established in chapter 10. The individual must sign a NAVPERS 1070/613 (NAVET/OSVET PRISE III Navy Special Warfare/Special OPS) located on NAVCRUITCOM directives web page. This document must be uploaded into PRIDE Mod II of OSVETS who are not required to attend Navy recruit training.
- h. OSVETs are ineligible for the Navy College Fund, Modified Montgomery GI Bill, and Selective Reenlistment Bonus. An Enlistment Bonus (EB) may be granted only if the DD Form 4 and annexes from all previous active duty and reserve enlistments are provided to verify non-

receipt of previous EBs and that applicants are eligible per the current EB NAVADMIN. NAVTALACQGRU CO EB pre-approval is required.

- i. OSVETs must incur a minimum four-year active duty obligation.
- j. All OSVETs must be enlisted through the DER Program. OSVETs in the Selected Reserve (SELRES) or Individual Ready Reserve (IRR) require a DD Form 368. The approved DD Form 368 must be signed and returned to the approving authority on enlistee's accession day.
- k. OSVETs who were discharged from previous service at paygrade E5 or senior and enlist at paygrade E3 are entitled to promotion to paygrade E4 upon successful completion of Class "A" School (per N13 ltr 1130, Ser N1332C4/22 of 11 Jul 00).
- l. Prior service applicants must meet Navy height and weight standards and are required to pass a Navy Physical Readiness Test per OPNAVINST 6110.1.
- m. Enlistees must read and sign NAVPERS 1070/613 OSVET Indoctrination Training, available electronically on the NAVCRUITCOM Forms web page, with the document made part of the Enlisted Service Record prior to shipping to RTC.

051003. OSVET In-Processing Site. OSVETs are not required to attend Navy recruit training but are required to complete a Naval Orientation Course at RTC Great Lakes (UIC 42125). Inform OSVETs that up to 60 days may be required to complete their RTC processing. Average processing time is 30 days for CONUS orders and 45 days for OUTCONUS orders. OSVETs will be transferred to RTC Great lakes (UIC 42125) for uniform outfitting and administrative processing.

CHAPTER 6
RESERVE COMPONENT PROGRAMS

SECTION 1
TRAINING AND ADMINISTRATION OF RESERVES (TAR) PROGRAM

060101. General. The TAR Enlistment Program (TEP), provides quality Sailors to the Reserve management community. This program provides for a first enlistment as an active duty Sailor within the Navy Reserve and is open to male and female applicants. Recruits are guaranteed Class “A” School training followed by a continuous tour of active duty. Applicants should expect to rotate between operational billets (surface ships, squadrons, boat groups and other Navy Expeditionary Combat Commands (NECC)) and reserve oriented shore commands (Navy Reserve Center, reserve air stations, and reserve staff billets). Opportunity also exists in other billets, such as maintenance facilities, class squadrons (CLASSRONS), and other staffs. All applicants must be briefed concerning duty assignments before enlistment.

060102. Qualifications. Applicants must meet all enlistment eligibility requirements set forth in chapter 2 and rating-specific requirements delineated in exhibit 5-9.

a. Education. HSDG (Tier 1) applicants are preferred. HSG (Tier 2) applicants must meet criteria outlined in chapter 2.

b. Prior Service. This program is not authorized for prior service veterans or members of any RC.

060103. Enlistment Term. Enlistment is for a total military service obligation (MSO) of eight years with active duty obligations as indicated in subparagraphs 060103a through 060103c.

a. Six years. AECF (ET), and AIRC.

b. Five years. AME, BM, CS, EM, and HM.

c. Four years. AD, AM, AO, AS, AV (AE or AT), AZ, DC, HT, IC, IT, MR, PR, PS, LS, and YN.

Note 1: Use the appropriate NAVCRUIT 1133/52, with or without bonus as appropriate, to delineate basic program and service guarantees. The remainder of the eight-year MSO will be served in the Individual Ready Reserve (IRR).

Note 2: Refer to chapter 5, section 3 for enlistment bonus entitlement guidance.

060104. Paygrade and General Apprenticeship. Applicants will be enlisted in paygrade E1. This does not preclude enlistment in paygrade E2 or E3 per chapter 7, section 5.

SECTION 2
NEW ACCESSION TRAINING (NAT) PROGRAM

060201. General. Formerly known as Non-Prior Service Basic (NPSB), NAT is designed to reduce critical Navy Reserve Selected Reserve (SELRES) manning shortfalls. NAT-specific ratings are identified and regularly revised via current goaling directives. Personnel enlisted in this program incur an eight-year Military Service Obligation (MSO). The NAT Program allows for the accession of NPS personnel to complete basic training, rating-specific Class “A” School (and “C” School if applicable), and affiliation as SELRES with the Navy Reserve Center closest to their permanent residence.

060202. Qualifications. Applicants must meet all enlistment eligibility requirements delineated in chapter 2 and rating-specific requirements delineated in chapter 4, section 6, exhibit 5-9.

a. Education. HSDG (Tier 1) applicants are preferred. HSG (Tier 2) applicants must meet criteria outlined in chapter 2.

b. Prior Service. NAT is not an authorized enlistment option for prior service veterans or members of any RC. The only exception is for applicants that have served in the armed forces, but were released from such service before completing the basic training requirements of the armed force of which the person was a member and their service was characterized as either honorable or uncharacterized. These applicants may be enlisted into the NAT program.

060203. Enlistment Term. Enlistment is for a period of eight years with six years in SELRES status and the final two years in the Individual Ready Reserve (IRR). Applicants must be counseled that they may not apply for active duty until they have completed a minimum of 24 months of service of their mandatory drilling obligation as per BUPERSINST 1001.39, section 703.

060204. Paygrade and General Apprenticeship. Applicants are enlisted in paygrade E1 in the appropriate apprenticeship for the rating/program with the exception of applicants enlisting in medical or construction ratings. Medical or construction ratings will be enlisted into the Seaman Apprenticeship. Refer to exhibit 5-9 for appropriate apprenticeships. Enlistment in paygrade E2 or E3 may be authorized per current advanced paygrade policies as per chapter 7, section 5. Per MILPERSMAN article 1133-090, New Accession Training (NAT) Sailors that attend and graduate from an AEF or ATF training pipeline are eligible for advancement in the same manner as their AC counterparts.

060205. Processing. Applicants must sign NAVCRUIT 1110/112 (New Accession Training Program Statement of Understanding), NAVCRUIT 1133/52 New Accession Training Reserve Program Enlistment Guarantees, and NAVRES 1570/2 (Satisfactory Participation Requirements). If an enlistment bonus is authorized the applicant must complete and sign the specific incentive program agreement. Refer to instructions for the DD Form 1966 located in

chapter 4 for information necessary for classifiers to record the proper acquisition and program for which enlisted codes. Classifiers must use NAVCRUIT 1133/52 New Accession Training Reserve Program Enlistment Guarantees and the NAVCRUIT 1133/102 Enlistment Bonus Statement of Understanding to outline NAT enlistment guarantees. The PRIDE Mod II system will be used when making reservations for all NAT applicants. Further, classifiers will ensure that applicants understand the content of NAVCRUIT 1110/112, they are enlisting into a Navy Reserve (USNR) program, and they will have a six-year SELRES drill obligation.

060206. Enlistment Bonus. Classifiers will ensure applicants are guaranteed an enlistment bonus, if any, per the NAVADMIN in effect on applicants' enlistment date.

Note: If a NAT Future Sailor is subsequently reclassified into another NAT rating or program prior to shipping, the NAVADMIN message in effect on the date of reclassification will be used to determine an Enlistment Bonus amount, if any. This policy does not apply to changes in ship date, only (roll in or out).

Warning: Classifiers must counsel applicants that if accepted as an accession to the Active Component (USN) during their initial NAT enlistment it will result in a pro-rata recoupment of any EB received, which could result in a financial hardship to the member.

060207. Delayed Entry Program. Program will be administered the same as for all other Future Sailors.

060208. Shipping and Out-Processing. The recruiter of record will provide NAT members' transportation to the MEPS or the MEPS contracted hotel for shipping and out-processing requirements. Prior to shipping, the Navy recruiter will attempt, when possible, to take NAT DEP personnel to the Navy Reserve Center and introduce them to the NAT coordinator or the senior enlisted advisor (SEA). This process can help to ensure a smooth transition for the NAT Sailor by knowing where he or she will be reporting to for affiliation into the SELRES, and knowing who to report to. At this time the NAT coordinator or SEA can explain their RC status and obligations to them and answer any questions they may have. Ensure NAVCRUIT 1110/112 is completed and that enlistees read and understand the document before completion of the classification process.

060209. SELRES Affiliation. Members will not affiliate into a SELRES billet via recruiting personnel upon separation from IADT. Recruiting credit is counted upon initial enlistment of the member; post-separation SELRES affiliation will be accomplished via the Navy Reserve Center's manpower department.

SECTION 3
NAVY VETERAN (NAVET) PROGRAM

060301. General. This article provides guidelines for accession of personnel who have had prior active or inactive Navy and Navy Reserve service into the Selected Reserve (SELRES). Applicants must meet all basic enlistment and rating-specific eligibility requirements.

060302. Paygrade. Use table 6.1 matrix for NAVETs enlisting in the same rate to determine paygrade eligibility.

Table 6.1 NAVETs Enlistment Matrix

NAVETS ENLISTMENT MATRIX		
Years Separated From Paid Status	PAYGRADE	Minimum Term of Enlistment
Six or less	Same as held at discharge	Two Years
Over six less than ten	One paygrade less than held at discharge (not less than E3 designated striker (e.g., MASN, ENFN))	Three Years
Over ten	Two paygrades less than held at discharge (not less than E3 designated striker (e.g., MASN, ENFN))	Three years
Elapsed Time Waiver	PAYGRADE	Minimum Term of Enlistment
Over six less than twelve	Refer to Article 020307 for paygrade determination (Note: Refer to exhibit chapter 2 for waiver authority)	Three years

060303. Reduction in Rate. Members previously discharged may request enlistment in a lower paygrade (reduction in rate) in order to meet Navy Reserve manning requirements. Per COMNAVRESFORINST 1001.5, applicants being reduced in rate are required to sign NAVPERS 1070/613 (located electronically on the NAVCRUITCOM forms page) Reserve Reduction in Rate. BUPERSINST 1430.16 must be reviewed for computation of Time-In-Rate (TIR). Applicants are ineligible if reduction in rate places them under the provisions of High Year Tenure (HYT).

060304. Under Other Service Reserve Contract. Applicants who are currently enlisted under any other service's ready reserve contract are eligible for enlistment. However, under no circumstances will they be enlisted at a higher paygrade than held under their current contract. Refer to chapter 3 for proper procedures for requesting clearance from the Other Service RC.

060305. E3 NAVETS. NAVETs in paygrade E3 (designated strikers) requesting removal of their designator must sign NAVPERS 1070/613 Removal of Designator.

060306. Elapsed Time Waiver. Applicants may request an Elapsed Time Waiver to be enlisted in the same paygrade as held at discharge provided they have been working in a civilian occupation that directly relates to the former rating for, at minimum, the twelve month period preceding enlistment. Total related civilian employment must comprise at least one-half of the total post-discharge period. Applications must include a resumé and employer reference(s) (DD Form 370).

(1) Ensure a NAVPERS 1070/613 Elapsed Time Waiver is signed by the applicant (located electronically on the NAVCRUIT Forms page).

(2) Use NAVET matrix for “years since discharge” to determine paygrade eligibility when applicant does not meet the minimum civilian related work experience required for an elapsed time waiver.

SECTION 4
PRIOR SERVICE REENLISTMENT ELIGIBILITY-RESERVE (PRISE-R) PROGRAM

060401. **General.** The PRISE-R program is a Reserve affiliation program that allows NAVETs and OSVETs to affiliate with the Selected Reserve (SELRES) into critical ratings or NEC's as listed in the Career Opportunity Matrix. PRISE-R is formerly known as Reserve Selected Conversion for Reenlistment (RESCORE) program. MILPERSMAN Article 1133-061 is the authoritative source for this policy.

060402. **Program Requirements.** Applicants must meet basic enlistment eligibility and rating-specific requirements in addition to the requirements listed in subparagraphs 060402a through 060402j.

- a. Must be in pay grades (designated) E3 through E6 in critical ratings or NEC's.
- b. Designated E3 applicants must have fewer than eight years of time in service, E4 applicants must have fewer than ten years of time in service, E5 and E6 applicants must have fewer than 16 years of time in service as calculated from their pay entry base date (PEBD).
- c. Must be assigned to the Individual Ready Reserve (IRR), or a NAVET or OSVET per OPNAVINST 1100.4C (must have completed at least twelve weeks of AD/ACDUTRA, graduated from recruit training, discharged or released for more than 24 hours, and be RE-code eligible).
- d. Not currently receiving any type of reserve bonus.
- e. Must have no non-judicial punishment (NJP) or convictions in civilian or military courts within the past 48 months.
- f. NAVETS or OSVETS who previously enlisted under PRISE-R and failed to make their temporary rating their permanent rating will only be considered on a case-by-case basis based upon the needs of the Navy, as determined by BUPERS-352 via NAVCRUITCOM.
- g. NAVETS who did not serve a minimum of 24 months in their permanent rating will only be considered on a case-by-case basis based upon the needs of the Navy, as determined by BUPERS-352 via NAVCRUITCOM.
- h. Must meet minimum armed services vocational aptitude battery (ASVAB) scores for specific rating which member is applying as prescribed in MILPERSMAN 1306-618.
- i. Must obligate in the SELRES for a minimum of four years (or up to high year tenure if less) from the date of enlistment or affiliation.

j. Applicants with a break in service greater than 10 years are not eligible for this program. PRISE-R applicants will enlist with a permanent paygrade and temporary paygrade per Table 6.2 NAVET and OSVET matrices:

Table 6.2 PRISE-R NAVET and OSVET Matrix

PRISE-R NAVET AND OSVET MATRIX			
Years Separated From Paid Status	Permanent Paygrade	Temporary Paygrade	Minimum Term of Enlistment
Six or less	Same as held at discharge	Same as held at discharge	Four years
Over six to ten	One paygrade less than held at discharge (not less than E3)	One paygrade less than held at discharge	Four years

Table 6.3 PRISE-R OSVET Matrix

PRISE-R OSVET MATRIX			
Years Separated From Paid Status	Permanent Paygrade	Temporary Paygrade	Minimum Term of Enlistment
Six or less	E3	Same as held at discharge	Four years
Over six to eight	E3	One paygrade less than held at discharge (not less than E3)	Four years
Over eight to ten	E3	Two paygrades less than held at discharge(not less than E3)	Four years

Note: Paygrade reductions may be waived by NAVCRUITCOM N32 provided applicant has worked in a civilian related occupation that is comparable to the rating enlisting for since separation.

060403. Rating Conversion and Designation. NAVET and OSVET applicants enlisting with a permanent paygrade of E3, based on the matrices listed in table 6.2 and table 6.3, will be designated seaman (SN) with a temporary paygrade in the designated conversion rating. NAVET PRISE-R applicants enlisting with permanent rates senior to E3 will be designated in their previous rating. For example, an EN2 separated seven years ago who enlisted into the Builder (BU) rating, would have a temporary rate of BU3 and permanent rate of EN3.

060404. PRISE-R without Class “A” School Guarantee

a. PRISE-R applicants without a Class “A” School guarantee must complete lateral conversion prerequisites within 18 months from the date of enlistment or affiliation unless modified by waiver from NAVRESFORCOM (N1).

Applicants for Cryptologic Technician Interpretive (CTI) must attain a minimum score of 2/2 on the defense language proficiency test (DLPT) and be eligible for a TS or SCI clearance. Aviation (ASW) technician applicants must be prior qualified aircrew and acknowledge

awareness of training requirements specified in BUPERSINST 1326.4 and OPNAVINST 3710.7. PRISE-R personnel must receive documented counseling every six months until the rating is made permanent or the member is disenrolled from the program.

b. Requirements for Making Temporary Paygrade and Rating Conversion Permanent.

PRISE-R participants who do not attend Class “A” School have two examination cycles within their first 18 months of affiliation to make their rate permanent by achieving a passing score following completion of all advancement prerequisites (if required). Failure to achieve a passing score within two examination cycles will result in transfer to the IRR in their permanent rate. Only designated strikers are authorized concurrent advancement through successful examination participation (e.g., boatswain’s mate seaman (BMSN) to logistics specialist third class (LS3)). All other PRISE-R personnel are not eligible for advancement until their rate is made permanent. PRISE-R applicants must acknowledge the program requirements by signing a NAVPERS 1070/613, PRISE-R Program through advancement examination participation, located on the NAVCRUITCOM forms web page. Failure to complete any of the program requirements within the required timeframe or prior to reaching HYT, whichever is earlier, will result in member’s termination from the PRISE-R program. NRAs will transfer members to the IRR “not recommended for re-affiliation” within 30 days of failure.

060405. PRISE-R with Class “A” School Guarantee

a. Applicants entering the Navy Reserve with an “A” and or “C” school guarantee must report to the required school within 18 months of affiliation to meet lateral conversion prerequisites. PRISE-R personnel must receive documented counseling by the designated command career counselor every six months until the rating is made permanent or they are disenrolled from the program.

b. Requirements for Making Temporary Paygrade and Rating Conversion Permanent.

PRISE-R participants who attend Class “A” School are entitled to their permanent rate upon successful completion of Class “A” School. Applicants must be enrolled and attending Class “A” School within 18 months of enlistment or affiliation and will have their temporary paygrade and rating conversion permanent upon successful completion of Class “A” School. For IS rating, applicants will be required to attend a Class “C” school of up to 15 weeks upon completion of Class “A” school. IS applicants must complete Class “C” school requirements within 18 months of completion of Class “A” school requirements. PRISE-R applicants must acknowledge program requirements by signing a NAVPERS 1070/613, PRISE-R Program with “A/C” School, located on the NAVCRUIT Forms web page. An extension may be granted by Navy Reserve Forces Command (NAVRESFORCOM), Training Division (N7) on a case by case basis if a Sailor is not able to report to the required Class “A” or “C” School within 18 months of affiliation. Request from the Sailor must be submitted via the NRA to COMNAVRESFORCOM (N7) no later than 60 days prior to program expiration.

c. Administrative Procedures for PRISE-R Applicants Who Fail to Complete Pipeline Training. Sailors who fail to attend “A” or “C” school within the prescribed 18 months or fail to

complete “A” or “C” school for academic reasons will revert to their permanent rate. NRAs will transfer members to the IRR “not recommended for re-affiliation” within 30 days of failure. Refer to MILPERSMAN article 1133-061, paragraph 5 (training requirements) for Sailors that fail to complete “A” or “C” school for disciplinary reasons, injury, illness, disease, or, fail to complete a required “C” school after successfully completing “A” school.

d. Term of Enlistment. Applicants incur a minimum four-year drilling obligation. If applicants choose to accept an authorized bonus for the requested conversion rate, they must obligate in the SELRES (drill pay status) for a minimum of 6 years from the date of enlistment or affiliation. Any time remaining on the member’s enlistment after the OBLISERV commitment may be served in the SELRES or the Individual Ready Reserve (IRR).

e. PRISE-R applicants approved for HM rating. Upon reporting, Navy Reserve Center must ensure that all PRISE-R applicants approved for HM rating attend HM Class “A” School at the earliest opportunity. No exceptions.

SECTION 5
OTHER SERVICE VETERAN (OSVET) PROGRAM

060501. General. This program provides an avenue of accession for personnel with prior active or inactive service with, or who are presently serving in, other RCs.

060502. Requirements. Applicants must meet all basic enlistment and rating-specific requirements and have valid ASVAB scores and must meet minimum line score requirements for the requested rating.

a. Rating Determination. The foremost consideration is the applicant's primary military occupational specialty (MOS), Air Force specialty code (AFSC), or Coast Guard rating. Consideration will be given to applicants with civilian work experience, extensive working knowledge, or extensive schooling associated with their secondary MOS, AFSC, or Coast Guard qualification code. NAVCRUITCOM N3 prior service program manager has direct conversion authority for a primary MOS or AFSC listed in the Occupational Conversion Index (DoD 1312.1-1) available online at <https://www.dmdc.osd.mil/owa/odb/odb>. An MOS or AFSC that does not directly convert to a Navy rating, but is in the same occupational field and applications based on a secondary MOS or AFSC, requires NAVCRUITCOM N3 authorization and submission of a resumé and DD Form 370 documenting the applicant's experience in the requested rating. Include in the rate determination kit a category printout of the ODB website listing from chapters one and two for the OSVET MOS and the Navy rate for which applying.

(1) Acceptable source documents for MOS, AFSC or Coast Guard Rating are:

- (a) DD Form 214
- (b) NGB Form 22
- (c) DD Form 368
- (d) Letter from the other service, on letterhead, verifying the primary MOS, AFSC, Coast Guard rating
- (e) MOS conversion or school completion documentation

(2) Applicants who's MOS, AFSC or Coast Guard rating directly convert to a Navy rating may be enlisted in the general apprenticeship program with NAVCRUITCOM N3 prior service program manager approval.

(3) Applicants may request enlistment in a lower paygrade when a reservation does not exist for the eligible paygrade. Applicants requesting OSVET reduction in rate must sign a NAVPERS 1070/613 Voluntary Reduction in Rate.

(4) Applicants already under a Ready Reserve contract will not be enlisted in a paygrade higher than that currently held.

b. Utilize table 6.4 to determine authorized paygrade:

Table 6.4 OSVET Paygrade Matrix

OSVET PAYGRADE MATRIX				
Years Separated From Paid Status	Permanent Paygrade	Temporary Paygrade	Minimum Enlistment Term	Applicable Notes
Less than Four	E3	Same as held at discharge	Three years	1, 2, 3, 4
Four to six	E3	One paygrade less than held at discharge (not less than E3 designated striker)	Three years	1, 2, 3, 4
Six to ten	E3	Two paygrades less than held at discharge (not less than E3 designated striker)	Three years	1, 2, 3, 4
Over ten	E3	Not authorized	N/A	N/A

Note 1: Personnel enlisted in the Seabee or HM occupational fields will be enlisted as permanent Seaman (SN).

Note 2: Requests for approval of personnel in paygrade E7/8/9 must be submitted to NAVCRUITCOM N3 via the chain of command.

Note 3: Coast Guard applicants in the BM rating are eligible to enlist in their permanent rating provided they are still under contract or have been discharged less than four years.

Note 4: Applicants may access into ratings requiring a Class “A” School (critical ratings or NEC’s only) without attending the respective school but may be required to attend the school upon mobilization if they have not progressed in the rating beyond the “A” School provided training. Applicants must meet “A” School minimum eligibility requirements as delineated in MILPERSMAN ARTICLE 1306-618 and must meet all other rating-specific requirements as delineated in NAVPERS 18068, BUPERSINST 1430.16.

060503. OSVET Direct Convert Requirements. Applicants will acknowledge their understanding of the applicable requirements of COMNAVRESFORINST 1001.5 by signing NAVPERS 1070/613 OSVET Permanent Rate Requirements. This page will become an Annex to the enlistment contract (DD Form 4).

060504. Navy Class “A” School Graduates. Personnel who have attended a Navy Class “A” School while a member of another service branch may be enlisted with the same permanent

paygrade held in the other service (not to exceed E6) provided the criteria listed in subparagraphs 060504a through 060504c are met.

- a. The member was assigned a MOS, AFSC or Coast Guard rating which directly converts to a Navy rating and
- b. The member is still under contract or has been discharged less than four years and
- c. The member is enlistment eligible in all other respects.

060505. Enlistment Term. Applicants currently serving on their Military Service Obligation (MSO) must enlist for a period equal to or greater than their current remaining MSO. The minimum term of enlistment in a temporary rate is three years. Members who have completed their MSO and are reenlisted in a permanent rate will be enlisted for a minimum of two years.

CHAPTER 7
SPECIAL PROGRAMS

SECTION 1
HERITAGE LANGUAGE RECRUITING PROGRAM (HLRP)

070101. General. HLRP is designed to identify and recruit individuals from heritage communities in order to expand overall force capacity in critical foreign languages. Applicants for this program must understand that post-training duty assignments may require regular interaction with the language and dialect-specific general population through parent unit assignment or individual augmentation (IA) to a unit identified for deployment to a specific global area. Although the emphasis is on the AC, enlistment in the RC is authorized.

a. General Qualifications Required. Must meet all basic enlistment eligibility requirements contained in chapter 2.

(1) Character. Applicants must possess the basic integrity and loyalty necessary to be considered trustworthy for assignment to interact with host nationals as a representative of the United States.

(2) Prior Service. Refer to chapter 4, section 9 of this instruction. Language, dialect skill and proficiency must be clearly annotated in the enlistment package provided for ECM review.

(3) Gender. Open to male and female applicants.

(4) Language and Dialect Proficiency. Applicants must pass the defense language proficiency test (DLPT) or oral proficiency interview (OPI) in the target language at Interagency Language Roundtable (ILR) as follows: listening level 2 and reading level 2 on the DLPT; level 2 on the OPI. Language and dialect proficiency testing will be administered only after establishment of applicants' enlistment eligibility. Contact NAVCRUITCOM N32, INTEL program manager, for assistance with test coordination and scheduling through the Navy Foreign Language Office (CNO N13F).

(a) Documentation. Language and dialect proficiency will be documented on DD Form 1966, section i, page 1, item 13. DLPT or OPI testing results will be recorded on the DD Form 1966, section VI, page 4, remarks section. Refer to chapter 3 for sample entry.

(b) Targeted Languages and Dialects. Navy requires increased capacity in a number of foreign languages. A listing of current eligible foreign languages will be distributed via PRIDE NEWZ by NAVCRUITCOM N32 as necessary.

b. Eligible Ratings. Applicants with language abilities and cultural knowledge consistent with the targeted heritage communities may access with AFQT scores of 21 or higher. Applicants may enlist into any rating for which they qualify but should be encouraged to pursue ratings in which their language skill would most likely be applied including cryptology,

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information warfare, intelligence, and construction (Seabee). ASVAB line score waivers will be considered on a case-by-case basis. Submit ASVAB line score waivers to NAVCRUITCOM N32 per chapter 2.

SECTION 2
LOAN REPAYMENT PROGRAM (LRP)

070201. Eligibility. Navy ratings and programs eligible for LRP are announced via PRIDE NEWS and posted on the [NAVCRUITCOM public website](#). Applicants must meet the criteria listed in subparagraphs 070201a through 070201e to be eligible for the LRP.

- a. Non-prior service.
- b. High school diploma graduate (HSDG) (Tier 1).
- c. Achieve a minimum AFQT score of 50.
- d. Qualify for and enlist in one of the LRP qualifying ratings.
- e. Eligibility continues if a service member is reassigned to a different, eligible rating.

070202. Qualifying Loans. 10 USC 2171 is the governing authority for the Navy's Student Loan Repayment Program. Accordingly, existing education loans must meet all of the requirements listed in subparagraphs 070201a through 070201e in order to qualify for repayment:

- a. Must have been made towards the education of the applicant.
- b. Must qualify under part B, D, or E of Title IV of the Higher Education Act of 1965 (20 U.S.C. 1071 et seq; 1087a et seq; 1087aa et seq). Federal Parent PLUS Loans are authorized when the master promissory note clearly identifies the service member as the dependent.
- c. Must have been made after October 1, 1975 and before the applicant's active duty service date.

070203. Application and Approval. When a Future Sailor requests entry into the LRP, and meets the eligibility criteria listed in subparagraphs 070201a through 070201e, LRP should be immediately requested via PRIDE Mod II. The LRP applicant must also sign the LRP PRIDE Mod II text file. Regardless of final LRP approval, copies of this form should be kept as part of the residual file. The LRP application is complete when the applicant selects the LRP option during the classification process and provides all items listed on the LRP WORKSHEET to the NAVCRUITCOM LRP Manager, and receives final approval for enrollment into LRP via PRIDE Mod II. If the applicant does not have an LRP request and approval in PRIDE Mod II, the applicant is not eligible for the LRP. Completed applications are due within 60 days after entry into the Delayed Entry Program (DEP).

- a. Initial requests for LRP in PRIDE Mod II must be submitted at least 70 days prior to shipping. Exceptions to policy using NAVCRUIT 1133/103 via email from the applicable NAVTALACQGRU CO may be requested.

b. LRP applicants who do not have a NAVCRUITCOM approved LRP application within 10 days of shipping to RTC must be rolled out to a later date, or sign a decline letter and be provided a new enlistment guarantee.

Note: All forms are good for 90 days from date of signature (applicant and lender), unless otherwise indicated.

070204. Disenrollment. A service member will be automatically disenrolled from the program and forfeits all unpaid past and future loan repayment incentives if any of the items listed in subparagraphs 070204a through 070204d occur.

a. The Future Sailor and recruiter have not provided all items listed on the LRP worksheet to the LRP manager within 10 working days of shipping date.

b. The last payment has been made on loans submitted at initial enlistment.

c. The service member receives a commission or warrant appointment.

d. The service member is discharged or released from active duty or DEP.

NOTE: THE NAVY WILL NOT MAKE ANY LRP INCENTIVE PAYMENTS TO MEMBERS WHO ARE NOT IN AN ACTIVE DUTY PAY STATUS.

070205. Benefits. The U.S. Navy provides a student loan repayment incentive to eligible members, up to \$65,000.

a. The student loan repayment incentive is based on the amount of the member's total outstanding student loan balance on the loans approved by the LRP manager at the time of accession. No other loans will be considered, after the fact, if they are not listed on the member's signed NAVCRUIT 1133/75 (Statement of Understanding Loan Repayment Program).

b. Incentive payments will be made directly to the member's lenders via DFAS in payments of 33 1/3 percent of the approved incentive, or \$1,500 (whichever is greater), for each completed year of service. Payments will be made within 60 days after the member's anniversary of their active duty service date.

c. According to the Internal Revenue Service (IRS), loan repayments are subject to federal and state taxes. DFAS will withhold taxes, which means the amount paid directly to the member will be less than the member's LRP approved incentive amount. DFAS will generate W-2 forms for payments.

d. The U.S. Navy will not refund any amount of the loan paid by other parties.

e. The U.S. Navy is not responsible for the payment of the member's debt. The payment of the member's student loan debt remains the responsibility of the member.

070206. Student Loan Deferment or Forbearance. Enrollment in the LRP does not exempt a service member from all obligations associated with the repayment of the loan. Since the first LRP payment cannot be made until the service member has completed one year of service, the service member may choose to seek loan deferment or forbearance to prevent defaulting on loans. It is the service member's responsibility to secure deferment or forbearance on their loans and must communicate such intentions directly to the lender.

070207. Special Conditions

a. Service members who do not complete their initial term of enlistment may qualify for prorated credit if they complete at least one full year of enlisted service. However, the Navy will not make any LRP incentive payments to members who are not in an active duty pay status. It is up to the member to anticipate if he or she will require a prorated amount before separation from service.

b. Service members who receive a commission or warrant appointment or are selected to any pre-commissioning programs lose their LRP eligibility. The Navy will prorate any eligible payment using the effective date of rank. The prorated amount is based on the number of years completed at the time of commissioning or appointment.

c. In order to be eligible for the MGIB Program (chapter 30), service members must enter active duty, other than active duty for training, for the first time on or after 1 July 1985. Accordingly, LRP participants must enroll in the MGIB Program while at Recruit Training, if desired.

d. MGIB eligibility is only established during a period of enlistment that is separate from a period where LRP is received. Therefore, MGIB benefits for LRP participants takes effect only if the member serves at least 36 months in their first enlistment, reenlists, and then serves an additional 36 months under the new enlistment.

e. LRP participants who decline the MGIB Program (Chapter 30) may still be eligible for educational benefits under the Post 9-11 GI Bill (Chapter 33). However, LRP participants begins to accrue qualifying service for the Post 9-11 GI Bill only after 3 years of active duty service, unless discharged due to a service-connected disability. While at RTC, all recruits will be thoroughly briefed on their options.

f. LRP participants **are not** eligible for the Navy College Fund (NCF) although it may be available for their rating. There are no exceptions to this policy.

070208. Processing LRP Applicants

a. The recruiter will:

(1) Assist applicants in obtaining their [National Student Loan Data System for Students \(NSLDS\)](#) printout, DD Form 2475 DoD Educational Loan Repayment Program (LRP) Annual Application for each loan; and promissory notes for any PLUS loans. Ensure a complete application is submitted and received no later than 60 days after reservation date.

(2) Ensure the DD Form 2475s are properly completed:

(a) Section 1 (Personnel Officer Verification). A detailed set of instructions can be found on NAVCRUITCOM's [Navy Student Loan Repayment Program webpage](#). Navy personnel are authorized to sign in the appropriate blocks in Section One. The DD Form 2475 should be mailed back to the recruit, in order to complete the LRP package and to ensure correctness before forwarding as part of the LRP application to NAVCRUITCOM.

(b) Section 2 (Service Member Data). Self-explanatory.

(c) Section 3 (Loan Data). Self-explanatory.

(d) Section 4 (Loan Verification). To be completed by the lender. Once Sections 1 through 3 have been completed, the applicant is responsible for forwarding lender's DD Form 2475s in a timely manner to the Navy Classifier in order to meet LRP application deadline requirements. DD Form 2475 with section 4 completed by anyone other than the loan holder will not be accepted and will delay application processing.

(3) Remind the applicant of their responsibilities as outlined on NAVCRUIT 1133/75.

b. The Classifier or MLPO will:

Note: Applicants who ship without NAVCRUITCOM approval in PRIDE Mod II are not enrolled in the Navy's LRP.

(1) Ensure applicant completely reads each sentence and signs the NAVCRUIT 1133/75 (Statement of Understanding Loan Repayment Program) in the presence of a Navy Representative.

(2) Ensure NAVCRUIT 1133/52 includes LRP as an option and matches the final reservation/DEP LRP entries in PRIDE Mod II.

(3) Ensure Future Sailor signs LRP PRIDE Mod II text file.

(4) Perform quality control check to ensure the applicant meets eligibility criteria as outlined in [Article 070201](#).

(5) Update PRIDE Mod II record to reflect status of "requested".

(6) Ensure applicant has been enrolled or disenrolled in LRP, in PRIDE Mod II, at the time applicant is confirmed.

(7) Within 60 days of the applicant's reservation date, forward the documents listed in subparagraphs 070208b(7)(a) through 070208b(7)(f) as a complete LRP package, and the [LRP worksheet](#) to the LRP manager, via the NRC SharePoint FOUO site:

- (a) Enlistment Guarantee (NAVCRUIT Form 1133/52)
- (b) Statement of Understanding ([NAVCRUIT Form 1133/75](#))
- (c) Completed Annual Application for each loan (DD Form 2475)
- (d) [National Student Loan Data Service \(NSLDS\)](#) printout showing each loan.
- (e) Promissory Note for any PLUS loan, showing member as the exclusive dependent beneficiary of the loan.
- (f) Copy of the signed PRIDE Mod II LRP text file.

Note: Additional processing guidelines (prompts) will appear in PRIDE Mod II when initially classifying or updating an applicant's record for LRP. Classifiers will follow the guidelines in PRIDE Mod II in addition to the steps listed in subparagraphs 070208b(1) through 070208b(7).

070209. Processing Payments

a. NAVCRUITCOM will:

(1) Review all LRP packages, update PRIDE Mod II record to reflect status of "Granted", and change the Loan Repayment Program submission package status to "Accepted" on the [NRC SharePoint Loan Repayment Program FOUO site](#).

(2) Maintain a suspense file to maintain and track all application packages.

(3) Forward NAVCRUITCOM payment authorization requests to DFAS for processing of payments.

(4) Serve as liaison between the service member and DFAS for loan repayment issues.

(5) Upon acceptance, provide a welcome aboard letter to the Future Sailor that contains specific information regarding the program.

b. The applicant must:

(1) Within 60 days of reservation date, complete DD Form 2475, Sections 1, 2, and 3 and forward to the lender(s) to complete Section 4. The lender(s) will complete Section 4 and return to the applicant to be incorporated into the final package submission.

c. The lender will be asked to:

(1) Complete DD Form 2475, section 4.

(2) Forward DD Form 2475 to the address stated on the form in Section 1, Block b. Also forward a copy of the promissory note.

d. Defense Finance Accounting System (DFAS), upon notification by the LRP Manager, will:

(1) Disburse incentive funds within 60 days of receipt of NAVCRUITCOM authorization.

(2) Provide verification of funds disbursement.

(3) Notify the Internal Revenue Service of the amount paid.

(4) Issue W-2s to service members reflecting the amounts paid.

(5) Accompany member's Student Loan Repayment with a MyPay Smartdoc notification.

Note 1: To determine if loan is federally guaranteed, call the lending institution. They can advise the applicant and Future Sailor on Block 4F of DD Form 2475.

Note 2: Total LRP incentive will be based on the amount approved (not to exceed \$65,000) at time of accession. To estimate the PRE-TAX annual payment divide total by three.

SECTION 3
ENLISTMENT BONUS PROGRAM

070301. General. The purpose of the Enlistment Bonus (EB) Program is to channel enlistments in ratings characterized by chronically inadequate volunteer levels, extend enlistments beyond the four-year obligation, interest applicants that have postsecondary education, and provide an incentive for members to complete training pipelines having historically high attrition rates. The Program is administered via a variety of different bonus types that meet specific requirements. Policy and procedures are announced and controlled by Navy message, OPNAV or NAVCRUITCOM directives.

Applicants must be HSDG or HSG as defined by chapter 2 of this instruction. The naval message contains existing EB Program policy guidance on the effective date of eligibility, method of payment, terms of enlistment, etc. and will be referred to for program administration and direction.

070302. Terms of Enlistment. Applicants are not required to sign a 12-month extension for participating in the EB Program.

070303. Administrative Procedures. Classifiers are required to have all applicants accepting enlisted bonuses to read, sign and date a NAVCRUIT 1133/102 Enlistment Bonus Statement of Understanding and the NAVCRUIT 1133/52 applicable to the applicant's particular rating/program and incentive selection. The statement of understanding is necessary to make the applicant and pay personnel aware of the method of payment. The NAVCRUIT 1133/52 and NAVPERS 1070/621 or NAVPERS 1070/622 are required to document, among other things, the term of service and the maintenance and termination of the bonus. The combinations listed in subparagraphs 070303a through 070303f apply.

a. FTS, SG, 5YO, AEF, ATF and NF Programs (non-prior service). NAVCRUIT 1133/52 Enlistment Guarantee with applicable guarantee annotated in option 1, and Bonus Enlistment Incentive and amount annotated on option 2, and NAVCRUIT 1133/102.

b. NAVET PRISE III. NAVCRUIT 1133/72 NAVET PRISE III Paygrade Reduction Annex with applicable guarantee annotated in option 1, Bonus Enlistment Incentive and amount annotated on option 2, and NAVCRUIT 1133/102. Refer to chapter 5, section 8 and 9 regarding enlistment bonus and SRB eligibility for NAVETs and PRISE III Program.

c. New Accession Training (NAT). NAVCRUIT 1133/52 for New Accession Training (NAT) Program Guarantee with applicable NAT guarantee annotated on option 1, bonus enlistment incentive and amount annotated on option 3, and NAVRES incentive agreement.

d. PACT Program. NAVCRUIT 1133/53 PACT Program Guarantee with applicable PACT Program guarantee annotated on option 1, Bonus Enlistment Incentive and amount annotated on option 2, and NAVCRUIT 1133/102.

e. Prior Service. NAVCRUIT 1133/52 for Prior Service with applicable guarantee annotated on option 1, Bonus Enlistment Incentive and amount annotated on option 2, and NAVCRUIT 1133/102. Refer to chapter 5, section 8 and 10 regarding enlistment bonus and SRB eligibility for NAVETs and OSVETs.

f. Non-Acceptance. Applicants who are eligible for the EB Program and decline to accept must sign NAVPERS 1070/613 Decline to Accept Enlistment Bonus and annotate in option 2 of NAVCRUIT 1133/52.

SECTION 4
DIRECT PROCUREMENT ENLISTMENT PROGRAM (DPEP)

070401. Program Information. DPEP provides for the enlistment of applicants with civilian acquired postsecondary vocational or technical training and significant work experience. DPEP requirements apply to both Active and Reserve Component applicants except where component-specific criteria are identified.

a. Vocational or Technical Training. Applicants who have completed accredited civilian vocational or technical postsecondary training at an accredited institution comparable to the rating enlisting into, but have no significant work experience, may be eligible for enlistment in paygrade E3 as a designated striker.

b. Training or Experience. Applicants who have completed accredited civilian vocational or technical training and have one or more years of significant work or supervisory experience in a civilian field may be eligible for enlistment in paygrades E3 through E6 in critically manned ratings or NEC's. The applicant's training, work or supervisory experience must correlate directly to the rating for which enlisting.

(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 items listed in subparagraphs 070401b(1)(a) through 070401b(1)(c) 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 indicated in subparagraphs 070401b(2)(a) and 070401b(2)(b).

(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 SF 86 Questionnaire for National Security Positions that are applicable to the rating applying for.

Note: This information will be used to assist in determining the applicant's paygrade. Refer to section 031303.

c. Navy Rating and 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 <https://www.onetonline.org/crosswalk/>. Click on the “Crosswalk” button to access the above classification systems. The MOC 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 SOCs. Additionally, each listing contains an associated link for occupation details encompassing tasks, knowledge, skills, abilities, work activities, work context, job zone, interests, and work values. Compare the applicant’s occupation qualification level with rating and paygrade requirements listed in NAVPERS 18068 to determine the recommended rating and paygrade. All applications are considered on a case-by-case basis.

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

070402. 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, or 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.

070403. Training ExperienceIn addition to the training and work experience requirements in table 7.1, applicants must meet the ability and knowledge requirements identified for the requested paygrade by NAVPERS 18068. NAVCRUITCOM N32 will make final paygrade determinations based on specific Enlisted Community Manager (ECM) input.

Table 7.1 Training and Work Experience Requirements

TRAINING AND WORK EXPERIENCE REQUIREMENTS			
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 or 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 hours) of vocational or technical training.

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

Note 1: College Education Compensation. 24 semester hours or 36 quarter hours of college credit earned in qualifying courses may be substituted for 1,080 vocational or technical training hours. College credit compensation may be substituted for vocational or technical training hours only for those credit hours earned in courses that are specifically related to the occupational field or 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 2: Supervisory experience cannot be substituted.

070404. Term of Enlistment

a. Non-Prior Service

(1) DPEP enlistees incur an eight-year military service obligation (MSO) with a four or five 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 E3 DPEP applicants may be provisionally DEP enlisted with NAVCRUITCOM N32 approval if within 180-days of completing the 2,160 hours of required vocational or technical training. E3 DPEP applicants must sign a DD Form 1966, Section VI, Remarks entry if provisionally enlisted in DEP.

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

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

070405. Rates and Ratings Authorized. Active and reserve component DPEP enlistment is restricted to only critical ratings or NEC's.

070406. Procedures

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

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

c. Enlistment Application. Process DPEP enlistment application and forward to NAVCRUITCOM N32. Requests must include a completed DPEP application, pre-enlistment kit, and the items listed in subparagraphs 070406c(1) through 070406c(7).

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

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

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

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

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

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

(7) 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 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 PRIDE MOD and applicants will be classified into the rating for which approved.

070407. General Apprenticeship and Paygrade

a. Active Component. All Active component applicants enlist in paygrade E3 with the appropriate rating designation. Applicants approved for paygrade E4 through E6 will be advanced from E3 to their approved paygrade upon completion of their training track, as indicated in article 070408.

b. Reserve Component

(1) Non-prior service applicants enlist in paygrade E3 with the appropriate rating designation. Applicants approved for paygrade E4 through E6 will be advanced from E3 to their approved paygrade upon completion of their training track, as indicated in Article 070408.

(2) Prior service NAVET applicants will enlist in their approved paygrade as determined by NAVCRUITCOM N32 with the exception of those previously separated in paygrades E3 and below. These members must attend Petty Officer Indoctrination Training or Navy Leadership Training after reporting to their first permanent duty station if authorized DPEP enlistment in paygrades E4 through E6.

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

070408. 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, CIN A-500-1000, prior to transfer to their first permanent duty station.

(4) Accessions approved for paygrades E4 through E6 will attend Petty Officer Indoctrination Training 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 Navy Reserve Center 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 or Navy Leadership Training after reporting to their first permanent duty station if authorized DPEP enlistment in paygrades E4 through E6.

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

070409. 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. See subparagraph 040209f(8) and table 4.12.

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.

070410. 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 conditions listed in subparagraphs 070410a(1)(a) through 070410a(1)(e).

(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 Inactive Manpower and Personnel Management Information System (IMAPMIS). NAVPERS 1221/6 Navy Enlisted Classification (NEC) Change Request is to be submitted with the enlistment kit.

Note: Upon reporting, Navy Reserve Center must ensure that all RC DPEP applicants approved for HM rating attend HM Class "A" School at the earliest opportunity. No exceptions.

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

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

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

b. Mortician (HM-8496)

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

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

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

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

c. Dental Hygienist (HM-8708)

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

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

(3) If currently a student, provide the following: items listed in subparagraphs 070410c(3)(a) through 070410c(3)(c).

(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 listed in subparagraphs 070410d(1)(a) through 070410d(1)(d).

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

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

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

(d) Graduates of state, county, or local academies must possess a certificate indicating successful completion of Peace Officer Standards Test (P.O.S.T) at either the basic, intermediate, or advanced level.

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

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

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

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

(c) Approved county and 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.

e. NAVCRUIT 1133/120 DPEP Application is available electronically in the NRC SharePoint Portal.

SECTION 5
ADVANCED PAYGRADE PROGRAM

070501. General. All AC and RC non-prior service applicants are enlisted in paygrade E1 unless they qualify for enlistment in paygrade E2 or E3 by meeting one of the advanced paygrade qualifications listed in this Section. Enlistment in an advanced paygrade based on a combination of two or more of the advanced paygrade qualifications is not authorized (e.g., combining college credits with referrals, combining Junior Reserve Officer Training Corps (JROTC) participation with referrals, combining Sea Cadet experience with vocational training). Retroactive advancements are not authorized therefore, eligibility must be determined and all necessary documents presented before enlistment. Requests for advancement after enlistment cannot be approved by NAVCRUITCOM.

a. Documents. The recruiter will brief all applicants that they must provide the documentation necessary to be awarded advanced paygrade before their ship date. All applicants, including those with guaranteed Nuclear Field Program, must have their advanced paygrade eligibility listed in Section VI, Remarks, of DD Form 1966.

b. Delays in Obtaining Transcripts

(1) When transcripts cannot be obtained prior to shipping, through no fault of the applicant, the NAVTALACQGRU Commanding (or Executive) Officer must enter the following in Section VI, Remarks of DD Form 1966:

(Date): Applicant shipped to RTC Great Lakes prior to receipt of college transcripts from (Name of Institution) due to (Reason). Upon receipt of said transcripts at PSD, RTC Great Lakes is authorized to advance the recruit to paygrade E2 or E3 effective the date the transcripts are received if credits earned meet COMNAVCRUITCOMINST 1130.8 criteria for advanced paygrade. Authorization for this advancement is cancelled upon graduation from Recruit Training. The applicant acknowledges that they have been made aware that it is their responsibility to have transcripts delivered to PSD, RTC Great Lakes prior to graduation from RTC.

(Signature of NAVTALACQGRU CO)

(Signature of Applicant)

(2) Acceptable reasons for the delay in obtaining required transcripts include: natural disaster, fire, civil unrest, institution closure, or extreme delay (greater than 30 days from end of term) in the institution's processing of transcripts. Applicants for advanced paygrade who are currently enrolled, or will enroll, in a college program will not be scheduled to ship less than 30 days after end of the term in which they are, or will be, enrolled.

070502. Criteria for Advanced Paygrade

a. College Credits

(1) Criteria. Persons who have satisfactorily completed 24 semester hours or 36 quarter hours of college credits may be enlisted in paygrade E2. Applicants who have satisfactorily completed 48 semester hours or 72 quarter hours of college credits may be enlisted in paygrade E3. College credits earned via classroom, online, or distant learning must be from a U.S. community college, college, or university accredited for postsecondary education and listed in the National Center for Education Statistics (NCES) website <http://nces.ed.gov>. Remedial courses are NOT authorized for use in determining whether an applicant qualifies for Advanced Paygrade.

(2) Verifying Eligibility. Either official transcripts or student copy transcripts may be used to verify advanced paygrade eligibility providing there is no evidence of any transcript tampering. A degree issued by an institution listed in the National Center for Education Statistics (NCES) website <http://nces.ed.gov> (such as Associate, Bachelor, etc.) may be used to verify completion of the required credit hours. If the applicant is enlisted as a HSDG based on satisfactory completion of 15 semester/22 quarter hours, the hours cannot also be applied to advanced paygrade.

b. Foreign Education. Applicants with college-level foreign education who have satisfactorily completed the U.S. equivalent of 24 semester (36 quarter) hours may be enlisted in paygrade E2. Applicants who have satisfactorily completed the U.S. equivalent of 48 semester (72 quarter) hours of college may be enlisted in paygrade E3. Submit foreign education documents to the NAVTALACQGRU Education Service Specialist (ESS) for evaluation.

c. Navy Sea Cadet Corps. Applicants from the Navy Sea Cadet Corps may be enlisted in paygrade E2 or E3 provided they present conclusive evidence that all the conditions listed in subparagraphs 070502c(1) through 070502c(3) have been met.

(1) Completed indoctrination training at a Naval Training Center (NTC) or an approved Navy activity.

(2) Completed the approved curriculum and reached paygrade E2 or E3 in the Navy Sea Cadet Corps Program.

(3) Must not have reached 24 years of age on the date of enlistment.

d. Civil Air Patrol. Applicants who provide documentation of having received the Civil Air Patrol Billy Mitchell Award may be enlisted in paygrade E2.

e. Junior ROTC and Navy National Defense Cadet Corps Program (NNDCC). Applicants who are accepted for enlistment, and who provide evidence of successful completion of two

years of any Junior ROTC or NNDCC Program are entitled to enlist in paygrade E2. Those applicants who have been awarded a certificate of successful completion of three years of any Junior ROTC or NNDCC Program, under any military department, are entitled to be enlisted in paygrade E3 upon presentation of the completion certificate or high school transcripts showing successful completion.

f. Scouting. Applicants who provide evidence of successful completion of Eagle Scout or the Girl Scout Gold Award requirements are entitled to be enlisted in paygrade E3. (Certificate must be the official award certificate issued by the Boy or Girl Scouts of America).

g. Sea Scouts. Applicants who provide evidence of successful completion of requirements for Quartermaster in the Sea Scouts are entitled to be enlisted in paygrade E3.

h. Young Marines. Applicants who provide evidence of having been designated an E5 in the Young Marines are entitled to be enlisted in paygrade E2.

i. Vocational and Technical School. Applicants who have successfully completed 1,080 classroom hours at an accredited vocational or technical school may be enlisted in paygrade E2. Applicants who have successfully completed 2,160 classroom hours at an accredited vocational/technical school may be enlisted in paygrade E3. The vocational or technical training must not be part of a high school curriculum and must be at a level beyond high school.

j. Military Academy. Applicants who have successfully completed two years at, and successfully graduated from, an accredited high school-level military academy may be enlisted in paygrade E2. Applicants who have successfully completed three years at, and subsequently graduated from, an accredited high school-level military academy may be enlisted in paygrade E3.

k. DEP Referrals. Future Sailors who refer qualified applicants that subsequently DEP into the Navy may be authorized advanced paygrade to E2. The current program requirements can be found in the Navy Recruiting Command Awards Manual (COMNAVCRUITCOMINST 1650.3 series) posted on Navy Recruiting SharePoint.

SECTION 6
BUDDY PROGRAM

070601. General. The Buddy Program provides for the enlistment of small groups (not more than four males or four females) who desire to remain together throughout Recruit Training. The program is designed to stimulate enlistment by fellow high school graduates and others from a local area and to assist enlistees during the civilian to military adjustment period. Mutual assignment under the Buddy Program is restricted to Recruit Training only.

a. Enlistment is restricted only in that all individuals commence recruit training on the same date. Any mixture of enlistment ratings or programs is authorized. Recruiters will make clear that recruit training is approximately eight weeks in durations and does not include subsequent apprenticeship training.

b. Program Restrictions

(1) Buddy groups will not consist of more than four individuals.

(2) All members of any one Buddy Group must be enlisted on the same day, at the same MEPS, and arrive at RTC together.

c. Documentation. Use NAVCRUIT 1133/52 to delineate basic program and service guarantees.

d. Separation by Extenuating Circumstances. All applicants enlisting under this program are guaranteed assigned to the same recruit company however, recruiters must explain to enlistees that extenuating circumstances may require that they separate during or subsequent to the Recruit Training period due to:

(1) Illness or other medical reasons.

(2) Failure to show satisfactory progress in Recruit Training.

(3) Failure of one or more of the group to meet minimum requirements for Recruit Training.

(4) Failure to meet minimum water survival qualifications.

(5) Request of any member of a Buddy Group to be dropped from the group. Guarantees remain in effect for the other members of that particular Buddy Group.

(6) Other circumstances resulting in a delay during or subsequent to Recruit Training.

e. Reports of Buddy Separation. In the event information is received that an enlistee is prematurely separated from the guaranteed buddy group, NAVTALACQGRU personnel must expeditiously determine whether the separation was justified, related to extenuating circumstances outlined in subparagraphs 070601d(1) through 070601d(6), or the result of administrative error. When the separation is due to administrative error, personnel of the appropriate NAVTALACQGRU must initiate corrective action. In this regard, direct liaison with RTC recruit coordinating office is authorized. If the NAVTALACQGRU cannot resolve the matter, assistance from NAVCRUITCOM N32 should be requested. To prevent such situations, recruiters will counsel all buddy program enlistees concerning action to take when a recruit believes that they have been wrongfully separated from his/her Buddy Group. Such counseling will include:

(1) The importance of reporting separation from the group to the liaison petty officer as soon as possible after arrival at RTC.

(2) Notifying the Receiving Officer in cases of assignments to different recruit companies.

f. Review. Prior to the recruits' departure from MEPS on the day of enlistment the MLPO or other NAVTALACQGRU personnel must physically review NAVCRUIT 1133/52 to ensure that the Annex is completed correctly.

SECTION 7
SPECIAL RECRUIT COMPANIES

070701. Formation. NAVCRUITCOM N32 may authorize the formation of Special Recruit Companies. Requests must be received at NAVCRUITCOM at least six months in advance of the desired enlistment date. In determining whether to form a Special Recruit Company, the primary factor to consider is overall improvement in production versus personnel effort and monetary expenditures. The benefits derived from increased publicity and improved public relations may not necessarily increase production sufficiently to justify the additional cost and effort.

a. The size of a recruit company at RTC is governed by the size of RTC berthing facilities. For this reason, the size of special recruit companies is limited to 78 minimum and 88 maximum. The minimum size is specified to utilize available berthing space properly. Any excessive attrition of recruits during training due to medical causes, dental treatment, or the need for special preparatory training will require dilution of the special recruit company by assigning other recruits, thereby detracting from their special designation.

b. Commanding officers are encouraged to make maximum use of local facilities to determine the water survival qualifications of as many recruits as possible, e.g., requiring Red Cross or YMCA swimming certificates. Water survival qualification is the single greatest cause of remedial training that violates special recruit company integrity.

070702. Procedures. Upon NAVCRUITCOM N32 special recruit company approval, the NAVTALACQGRU CO and NAVCRUITREG commander will be advised of the approved date via letter. All special recruit company applicants will receive program reservations or guarantees through classification within PRIDE Mod II. No school seats are set aside specifically for these companies as this practice is incompatible with optimal classification.

a. Fifteen days before enlistment of a Special Recruit Company the NAVTALACQGRU CO notifies RTC via message with information copies to NAVCRUITCOM N32 and NAVCRUITCOM Advertising and Marketing (N9), the Navy region commander, the Navy service training command, and the NAVCRUITREG commander of the information (in code form) listed in subparagraphs 070702a(1) through 070702a(4).

- (1) ALFA - Estimated number that will be enlisted
- (2) BRAVO - Planned enlistment date
- (3) CHARLIE - Estimated time of arrival at RTC
- (4) DELTA - Designation of special recruit company

070703. Publicity. The publicity effort given this program is the key to its success. Every means available to the commands concerned must be fully utilized to ensure that each drive culminates with the enlistment of a full company on the day the ceremony has been announced and scheduled. This can only be assured by the closest coordination between members of Navy Recruiting Command and public affairs officers of the NAVTALACQGRUs, Naval Service Training Command, RTC, and region commanders. Appropriate publicity in local newspapers, radio and television stations, and by bands, parades, demonstrations, and exhibits are only a few of the methods that may be featured in these drives. The publicity effort must continue through the training and recruit leave periods. RTC will provide detailed weekly progress reports to the Region Commander and NAVTALACQGRU CO, as applicable, with the best possible new material. RTC will also provide ample notification of graduation dates and provide the NAVTALACQGRU with all available information on the return of any group. The NAVTALACQGRU will make every effort to publicize the progress of the special recruit company throughout the state and will provide a fitting ceremony for the return of the company when they arrive as a group.

070704. VIP Interest. If any prominent person is interested in the formation of a Special Recruit Company, the NAVTALACQGRU CO will inform NAVCRUITCOM N32 of the particular case. This information will be forwarded to NAVCRUITCOM at the earliest opportunity in order that NAVCRUITCOM may render necessary assistance.

070705. Implementation and Follow-Up. NAVCRUITREG Commanders will supervise the implementation of this program within their region. If, in the opinion of the NAVCRUITREG commander, any unusual methods or procedures have been used in the formation of a particular Company that might be of value to other NAVTALACQGRUs, a report summarizing the procedures employed will be submitted to NAVCRUITCOM N32 and N9 with a copy to all NAVCRUITREG commanders.

SECTION 8
U.S. NAVAL ACADEMY PREPARATORY SCHOOL (NAPS) AND
BROADEND OPPORTUNITY FOR OFFICER SELECTION AND TRAINING (BOOST 2.0)

070801. General. The NAPS and BOOST Programs provides for enlistment of eligible Naval Academy candidates in the Navy Reserve 2YO Program. The candidate selection and notification process is normally completed by late May of each year. Superintendent, U.S. Naval Academy sends an individual letter to the accepted candidate (with copy to CO, NAVTALACQGRU) providing authorization and instructions. The candidate must telephone the nearest NAVTALACQGRU to facilitate enlistment processing before a date established by the Naval Academy and no later than 10 July. The NAVTALACQGRU schedules any pre-enlistment requirements and all appropriate planning for the enlistment ceremony (before the 10 July enlistment date deadline). The letter of selection will include an information packet with instructions to the candidate and additional instructions for NAVTALACQGRU enlistment processing. Also included are forms and active duty order blanks to be completed upon enlistment of the candidate. Candidates provide for their own transportation, at their expense, for all pre-shipping processing unless the NAVTALACQGRU or local recruiter desires to provide such transportation. NAPS and BOOST 2.0 enlistees do not count toward NAVCRUITCOM accession goals.

070802. Enlistment Processing. If a candidate intends to accept the NAPS or BOOST 2.0 nomination, the EPO schedules enlistment processing for the 2YO Program (delayed active duty) subject to the modifications listed in subparagraphs 070802a through 070802g.

- a. ASVAB. Not required.
- b. Physical Examination. No physical examination is required. Individuals have been found medically qualified by the Department of Defense Medical Review Board (DoDMERB).
- c. Enlistment with Advanced Paygrade. NAPS candidates are enlisted in the Seaman Apprenticeship and are authorized to be enlisted E2 or E3 if qualified per chapter 7, section 5.
- d. Special Situations. Any questions that cannot be resolved at the NAVTALACQGRU level (such as moral waivers or applicants found not enlistment eligible for any other reason) must be directed to the Naval Academy guidance office (telephone: (410) 293-1858 or Toll Free (888) 249-7707, extension 31840, in CONUS [excluding Maryland]).
- e. Forms. The NAVTALACQGRU retains one copy of the enlistment documents following: items listed in subparagraphs 070802e(1) through 070802e(5), in the residual file, for a period of two years.

(1) DD Form 1966

(2) DD Form 4

(3) NAVPERS 1070/613 entries are provided with the Naval Academy letter of selection. No other NAVPERS 1070/613 entries are required.

(4) NAVPERS 1070/602 Dependency Application/Record of Emergency Data entries are provided with the Naval Academy letter of selection. If no NAVPERS 1070/602 is attached or if the form is lost, complete a DD Form 93 Record of Emergency Data.

(5) Eight copies of the active duty orders, prepared using order blanks provided with the selection letter. Forward one copy of the active duty orders to Superintendent, U.S. Naval Academy (Attn: Candidate Guidance Office), Annapolis, MD, 21402, and one copy to NAPS or BOOST 2.0, Naval Education and Training Center (NETC), Newport, RI, 02841.

f. Complete and mail a NAVPERS 7041/1 (Travel Information Card) per BUPERSINST 7040.6 (Permanent Change of Station (PCS) Travel (Reserve Personnel, Navy), Financial Management Guide).

g. All enlistment documents prepared, except the copies of documents retained in the residual file, are retained in the Enlisted Service Record and forwarded to: Director, Personnel Support Activity Detachment, 690 Peary Street, Newport, RI 02841-1619. Authority has been delegated to that activity to correct administrative/clerical errors discovered on the enlistment documents, including the member's paygrade. PSD Newport sends verified and corrected original enlistment documents directly to NAVPERSCOM (PERS-31) for creation of the electronic personnel record.

070803. Reporting Enlistment. After the candidate is enlisted, the NAVTALACQGRU must immediately report the enlistment by telephone to the Naval Academy guidance office. The NAVTALACQGRU must also ensure that the provisions of this instruction are closely followed when processing 2YO enlistments through the officer processing located at the NAVTALACQGRU or TALACQONBDCTR.

070804. Transportation and Execution of Active Duty Orders

a. All applicant travel arrangements will be made to Providence, RI interconnecting with Newport Area to Newport, RI. Direct travel inquiries to:

Administrative Assistant
Naval Academy Preparatory School
Naval Education and Training Center
Newport, RI 02841
Telephone: Comm: (401) 841-6966/4303

b. NAPS and BOOST 2.0 candidates are authorized to travel to Newport, RI by private automobile. They are reimbursed for mileage allowance after reporting. If the candidate desires government transportation, complete a U.S. Government travel request (TR) using accounting

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data provided in the active duty orders. Ensure that TR information is stamped or typed on the original and all copies of the active duty orders.

SECTION 9
NAVY MUSIC PROGRAM

070901. General. The Navy Music Program provides for both DEP and immediate enlistment or reenlistment of qualified male and female applicants with guaranteed training for ultimate assignment to official Navy Fleet Bands. Qualified candidates are enlisted in the Regular Navy and attend MU "A" School upon completion of Recruit Training. Application and assignment procedures for premier bands (special duty assignments) are detailed separately in article 071004. United States Navy Band, Washington, DC, and U.S. Naval Academy Band, Annapolis, MD, are designated premier bands.

Applicants cannot enlist or reenlist for the MU rating without prior approval of Director, Fleet Band Activities. Due to fluctuating NEC (instrument) accession requirements, initial contact with the MU Detailer or MU audition supervisor at Fleet Band Activities is essential.

Director, Fleet Band Activities
NSA Mid-South Bldg. 780
5722 Integrity Drive
Millington, TN 38054-5015
Telephone: (901) 874-4316
Facsimile: (901) 874-2614
Toll Free: 1-866-827-5672
Website: <http://www.navyband.mil/navymusic.html>

070902. Eligibility

a. Application and Audition Procedures

(1) The applicant's musical qualifications are determined by an on-site performance audition.

(2) Contact the Fleet Band Activities MU audition supervisor at (901) 874-4316 to schedule an audition. Audition sites are listed in Table 7.2 Official Audition Sites or found online at: <http://www.navyband.mil/navymusic.html>. Prior to scheduling the audition, each applicant should receive a basic preliminary screening by their recruiter to determine enlistment eligibility. Applicants should not sign a DEP contract prior to scheduling an audition.

(3) Following the audition, the audition site will fax or email the applicant's performance report, application for the Navy Music Program (NAVPERS 1130/11), any pertinent letters of recommendation (not required), and DVD of audition to the Fleet Band Activities office. After processing, Fleet Band Activities will fax or email letters of approval or disapproval to the appropriate NAVTALACQGRU listed on the application. Recruiters must contact the applicant with the results of the audition.

b. Technical Qualifications

(1) Performance Ability. Applicants must demonstrate competent performance ability on a major instrument through a live audition. Proficiency on multiple instruments is not a requirement. Table 7.2 lists the instrumental NECs.

Table 7.2 Navy Music NECs

NAVY MUSIC NECS	
NEC	Primary Instrument
3801	Flute (Note: Must also display proficiency on piccolo as part of the audition).
3802	Oboe
3803	Clarinet
3804	Bassoon
3805	Saxophone
3806	Trumpet
3807	French Horn
3808	Euphonium
3809	Trombone
3811	Tuba
3812	Guitar
3813	Percussion
3814	Piano/Keyboard
3815	Electric Bass
3825	Voice (Vocalist/Entertainer)

(2) General Skills and Knowledge Requirements

(a) All woodwind and brass instrumentalist applicants: Perform a minimum of one solo of their choosing. The solo should be considered standard repertoire for that instrument and should highlight the candidate's technical and lyrical proficiency. If candidates have a jazz background, they are encouraged to perform a jazz etude, transcription, or a standard with a backing track CD as part of their prepared material. Perform major and all forms of minor scales, with arpeggios throughout the range of the instrument, SIGHT-READ "first chair" parts of intermediate to difficult concert and stage band literature at a reasonable level. Music will contain various articulations, tempi, key signatures, etc.

(b) Keyboard, Guitar, and Electric Bass Instrumentalists: Requirements for rhythm section players revolve around competency and versatility. Perform a minimum of one solo of their choosing. The solo(s) should highlight the candidate's technical and lyrical proficiency. Strong consideration is given to candidates with a jazz or commercial music background and who demonstrate these abilities during the prepared music portion using backing tracks. Perform major and all forms of minor scales with arpeggios throughout the range of the instrument. Applicants must demonstrate working knowledge of chords and common chord symbols; ability to perform standard and currently popular, contemporary styles (rock, latin, swing, funk, etc.). Candidates must demonstrate correct performance and accompaniment in the various styles and ability to SIGHT-READ single line and chord changes from standard sheet music of contemporary styles. Sight reading will include lead sheets, chord progressions, single note melodies, etc. Keyboard and guitar applicants should expect to solo. Keyboard applicants must also be able to SIGHT-READ standard grand staff piano music.

(c) Percussionists: The percussion audition consists of 3 parts: Snare, mallets and drum set. Within each of these sections is prepared material and sight-reading.

- Snare: 26 rudiments from memory, and rolls in both open and closed positions. Prepared solo for both concert and rudimental snare. SIGHT-READ intermediate to advanced music from marches, concert band, and method book excerpts.
- Mallets: Perform prepared solo, 2 octaves major and all forms of minor scales and arpeggios. SIGHT-READ intermediate music.
- Drum set: Demonstrate typical patterns in a variety of standard and currently popular contemporary styles to include rock, funk, swing, Latins, etc. Sight read off a lead sheet and demonstrate ability to set up kicks.

(d) Vocalist/Entertainer: Vocalists should be comfortable jumping from one style to another, moving on stage, and entertaining the audience. Applicants must demonstrate capability to sing appropriately within various styles and must be comfortable as a front-line entertainer. Candidates will perform the National Anthem in B Flat and six prepared songs of different styles chosen from the song list posted on our website: <http://www.navyband.mil/navymusic.html>. An accompaniment CD for their selected songs will be sent to the applicant two weeks prior to the audition. Perform major and all forms of minor scales with arpeggios two octaves. SIGHT-READ single melodic lines from standard sheet music. Applicants will be judged on vocal and mic technique, and stage presence. Although not required, an ability to perform basic accompaniment styles on keyboard or guitar is encouraged as part of the audition. Auditions for vocalist/entertainer will be videotaped and submitted to Fleet Band Activities with the application package.

Table 7.2 Official Audition Sites

OFFICIAL AUDITION SITES	
Naval Academy Band	Navy Band Northeast
U.S. Naval Academy	Naval Station Newport
101 Buchanan Road	347 Easton Street
Annapolis, MD 21402-5080	Newport, RI 02841-1516
(410) 293-1253	(401) 841-2479/2506
U.S. Fleet Forces Band	PACIFIC Fleet Band
370 8 th Avenue	380 Neville Way
Norfolk, VA 23151-4298	Pearl Harbor, HI 96860-4910
(757) 444-6777	(808) 474-4151
Navy Band Great Lakes	Navy Band Southwest
2815 Barry Place	NBC North Island
Building 150	Box 357021
Great Lakes, IL 60088-2816	San Diego, CA 92135-7021
(847) 688-4760	(619) 545-6478/98
Navy Band Southeast	Navy Band Northwest
P.O. Box 62	1103A Hunley Road
Naval Air Station Jacksonville	Silverdale, WA 98315-1103
Jacksonville, FL 32212-0062	(360) 315-3447/48/52/55
(904) 542-5611/16/21	
SEVENTH Fleet Band (Yokosuka, Japan)	
PSC 473, Box 86	
FPO AP 96349-0086	
011-81-46-816-6979	
U.S. Naval Forces Europe Band (Naples, Italy)	
PSC 817, Box 47	
FPO AE 09622-0047	
011-39-081-568-6728	
U.S. Navy Band	
617 Warrington Avenue SE	
Washington Navy Yard, DC 20374-5054	
(202) 433-2864/6107	

070903. Entry Level Paygrade Authorizations

- a. High School Diploma Graduates. Authorized E2 upon entry onto active duty.
- b. Some college and college graduates. Eligible applicants may also qualify for advanced paygrade per chapter 7, Section 5.

070904. Application for Assignment to Navy Premier Bands

a. United States Navy Band, Washington, DC, is a special-duty Presidential support command, and U.S. Naval Academy Band, Annapolis, MD, is a special duty activity in support of the Navy's military academy. Members of these preferentially staffed bands are selected from only the Navy's top performing Fleet musicians and from among the very best civilian musicians in the country on the basis of a competitive, on-site audition conducted by the individual bands. Selection for, and assignment to, U.S. Navy Band and U.S. Naval Academy Band is determined on a preferential basis from among those candidates applying for specific vacancies. These vacancies are announced as they occur. Audition dates are then published to the Fleet and in civilian trade papers by the respective Leader/Commanding Officer.

(1) Applicants interested in auditioning specifically for openings for U.S. Navy Band may write or call:

Audition Supervisor
United States Navy Band
617 Warrington Avenue SE
Washington Navy Yard, DC 20370-5054
Phone: (202) 433-2840/6107
Website: <http://www.navyband.navy.mil>

(2) Applicants interested in auditioning specifically for openings for U.S. Naval Academy Band may write or call:

Audition Supervisor
U.S. Naval Academy Band
101 Buchanan Road
Annapolis, MD 21402-5080
Phone: (410) 293-3283/1253
Website: <http://www.nadn.navy.mil/USNABand>

b. Notes regarding United States Navy Band Accessions

(1) Civilian applicants selected for assignment to the U.S. Navy Band do not attend Class "A" School or apprenticeship training but report for duty upon completion of recruit training.

(2) The MU designator is assigned upon completion of Recruit Training.

(3) Personnel selected for assignment to the U.S. Navy Band are authorized advanced paygrade enlistment at E6 (MU1) effective upon completion of Recruit Training.

c. Notes Regarding U.S. Naval Academy Band Accessions

(1) Civilian applicants selected for assignment to the U.S. Naval Academy Band do not attend Class "A" School or Apprenticeship Training but report for duty upon completion of recruit training.

(2) The MU designator is assigned upon completion of Recruit Training.

(3) Personnel selected for assignment to the Naval Academy Band are authorized advanced paygrade enlistment at E6 (MU1) effective upon completion of recruit training.

070905. NAVCRUIT 1133/52 (Annex To DD Form 4). This form provides the service and training guarantee annex to the DD Form 4 and must be prepared per this instruction. When applicants are approved for enlistment as an MU, Fleet Band Activities will attach a sample NAVCRUIT 1133/52 to the NAVPERSCOM authorization letters, which will list applicable guarantees. Refer to NAVCRUIT 1133/52 Enlistment Guarantees, with Option 1 properly annotated to indicate a guarantee for MU/SG with either Class A School, Naval Academy Band, or U.S. Navy Band.

SECTION 10
NAVY SUPPLEMENTARY TEST ADMINISTRATION

071001. Testing Responsibilities. As set forth in COMNAVCRUITCOMINST 5400.1, testing responsibilities are:

- a. Classifiers identify security requirements for all test materials; administer, score, and verify the Navy Advanced Programs Test (NAPT), the Defense Language Aptitude Battery (DLAB), and Typing tests; and convert raw scores to Navy Standard Scores.
- b. Education Services Specialists establish positive relationships between Navy recruiting personnel and the education community; maintain detailed records of the Student ASVAB; conduct NAPT or DLAB testing as required; and train all newly reporting recruiters on education liaison functions.
- c. NAVTALACQGRU Testing Personnel will be designated in writing by the NAVTALACQGRU CO. Only the below listed personnel will be designated as testing personnel authorized to administer Navy Supplemental Tests:

- (1) Education Services Specialists.
- (2) Enlisted Classifiers or Recruiter and Classifiers
- (3) Enlisted Processing Division Supervisors (EPDS)
- (4) E7 and senior personnel attached to the NAVTALACQGRU.
- (5) E6 and senior NAVTALACQGRU Nuclear Field Coordinators (NAPT only).
- (6) Test Control Officer (TCO) or Assistant Test Control Officer (ATCO).

Note: Written authorization must be in the format of exhibit 7-4 Sample Navy Supplementary Test Administrator Designation. NAVTALACQGRU CO may designate one officer to be the NAVTALACQGRU TCO, and one or more officers to be the ATCO for both enlisted and officer programs. If a TCO or ATCO is designated to be responsible for enlisted and officer testing, their designation letter must reference the COMNAVCRUITCOMINST 1130.8 (Navy Recruiting Manual - Enlisted) and COMNAVCRUITCOMINST 1131.2 (Navy Recruiting Manual - Officer). All personnel authorized to administer or monitor aptitude and screening tests must be thoroughly knowledgeable of, and adhere to, correct test procedures and security measures to ensure test results provide a reliable measure of applicants' abilities.

- d. TCOs and ATCOs must be commissioned officers. One or more ATCOs may be designated to assist and be directly accountable to the TCO. TCOs are responsible for:

- (1) Establishing and maintaining procedures for adequate test security per Article 051204.
- (2) Exercising close supervision over all phases of test storage, protection, issue, and administration.
- (3) Requisitioning, storing, issuing, safeguarding, accounting, and maintaining appropriate stock levels of all enlisted test materials.
- (4) Advising the command and staff members of changes in regulations pertaining to test security and status of test material inventories, stock levels, and discrepancies.
- (5) Administering Navy Supplementary Testing.
- (6) Periodically reviewing the testing practices of Test Administrators.
- (7) Each time an applicant is tested the Test Administrator must:
 - (a) Check the applicant's Social Security Number (SSN) (refer to chapter 2 for allowable documents) and ensure that the applicant's name and SSN are written on the answer sheet.
 - (b) Ensure the applicant signs the following statement on the reverse of the answer sheet:

“I have not taken this or any other Navy screening test except as follows: (None or explain).”
 - (c) Sign the applicant's statement as a witness.

Note: Applicants whose score is very close to qualifying, and who might otherwise be entirely acceptable, will likely be disappointed by being rejected for their desired program. For this reason, all test administrators must emphasize to applicants that there is no passing or failing grade. Avoid use of language in conversations and correspondence with applicants that indicate failure such as “did not make a qualifying score” or “did not score above the cut score.”

071002. Navy Supplementary Test Procurement

- a. To request NAPT materials, see Article 071008.
- b. Request DLAB materials by letter to the Deputy Chief of Naval Operations (N13F) via Naval Education and Training Professional Development and Technology Center (NETPDTC N3217) and NAVCRUITCOM N3.

071003. Transmittal of Navy Supplementary Test Materials

a. Packaging and Mailing. All test materials must be double-wrapped and tape-sealed on the top, bottom, and at the ends of the inner wrapper so as to expose any attempt to compromise contents. Materials must also be transmitted by USPS registered mail and a delivery receipt must accompany each package.

b. Labeling. The inner and out envelopes must reflect the address of both the sending and receiving commands. The inner wrapper must be plainly marked.

- on the tape seal, and
- on both sides at the top and bottom, and
- at both ends,

“TO BE OPENED ONLY BY PERSONNEL AUTHORIZED TO
HANDLE NAVAL MILITARY PERSONNEL TEST MATERIAL”

c. DLAB Material. The inner wrapper must be plainly marked with the following:

For Official Use Only
Test Material to Be Opened By Test
Control Officer Only

071004. Security of Navy Supplementary Tests and Test Material

Note: For the NAPT, see section 071008.

a. Classification testing material and answer keys will be maintained in storage containers located with authorized Test Administrators. Written accountability of test material will be maintained at all times. SECNAVINST 5510.36 and MILPERSMAN Article 1236-030 provide guidance regarding secure item proper storage requirements. A complete inventory will be conducted each time the safe or container is opened. At a minimum, include the items listed in subparagraphs 071004a(1) through 071004a(6) in the log entry when accessing test materials:

- (1) Time and date of opening and closing.
- (2) Name, rate, and signature of individual accessing the material.
- (3) List of material(s) removed and the date and time of return.
- (4) Reason for removing material(s).

(5) Complete list, by title and serial number, of each item currently stored.

(6) A signed entry stating the safe or container was not opened on workdays the safe or container is not accessed.

b. Do not reproduce test material in any manner without written authorization. Violations are punishable under the UCMJ.

c. DLAB tests will only be graded at locations where the answers keys are stored and only by those individuals authorized to administer the test(s).

d. Score answer sheets without marking the correct answer to avoid unintentional creation of unauthorized answer keys.

e. Properly designated NAVTALACQGRU testing personnel are authorized to transport tests other than the NAPT (but not answer keys) without prior approval from DCNO or NAVCRUITCOM provided the below procedures are followed:

(1) Do not leave any test material unattended in vehicles, motel rooms, etc. If it will be impractical to store the exams in an authorized location (a recruiting station's safe or locking metal file cabinet) during overnight travel, do not perform the travel.

(2) Transport test materials in separate locked containers and store them in Navy recruiting stations when overnight storage is required. SECNAVINST 5510.36 and MILPERSMAN Article 1236-030 apply. A locking hard-sided brief case in good repair is acceptable for use as a locked container when it is necessary to transport tests to a remote testing site.

(3) Recruiting station personnel may only accept material from Test Administrators in a locked container. Overnight storage must be per SECNAVINST 5510.36 and MILPERSMAN article 1236-030, which specify a minimum of a non-portable locking metal file cabinet or safe.

(4) The test administrator must conduct a complete inventory of the test material after retrieving the locked container.

(5) DLAB materials must be returned to the storage location from which they were originally obtained with 45 days of removal.

f. Test materials are not permitted on overnight trips if the specified recruiting station does not have an appropriate storage container.

071005. Destruction of Navy Supplementary Test Material

a. The NAVTALACQGRU retains DLAB answer sheets for two years. Properly designated personnel will supervise the burning or shredding of these materials.

b. When test materials become so worn or defaced as to be unfit for further use, transmit materials as specified by MILPERSMAN Article 1236-030 for disposition. Forward DLAB material to NETPDTC N3217.

071006. Definitions of Test Compromise. The actions and situations listed in subparagraphs 071006a through 071006v are expressly prohibited, constitute possible test material compromise, and require investigation or resolution under pertinent regulations.

a. Oral or written discussion of test material contents with any individual not authorized material access.

b. Oral or written discussion of test material contents by an examinee with any other individual under any circumstances.

c. Examinee questioning of any official designed to gain knowledge of test material contents.

d. Development, construction, reproduction, distribution, or possession of any local test, practice test, or pretest except as authorized by NAVCRUITCOM N3.

e. Reproduction or copying of any test material, in whole or in part, except blank Enlistment Screening Test (EST) or NAPT answer sheets.

f. Removal of any test material from the examining room by an examinee.

g. Leaving an examinee or group of examinees unsupervised during a testing session with the exception of the EST.

h. Failure to account for the location or disposition of all test materials at any time.

i. Transferring test material except as delineated by Article 071203.

j. Destruction of test material except as delineated under this section.

k. Conduct of any official, unofficial, formal, or informal training session or course designed to “teach the test” or which emphasizes knowledge or other information known to be covered by any Navy Supplementary Test. This does not include issuing the Navy Correspondence Course Math-Volume I to Future Sailors and applicants before taking or retaking the NAPT. Recruiters will not provide any explanation of the methods used to derive correct answers in the pamphlet entitled Your Career Starts Now. This action constitutes a training session.

l. Opening or tampering with any package containing test materials by any individual not officially authorized to handle Navy Supplementary Test material.

- m. Improper storage of test material.
 - o. Accessing any safe, filing case, vault, or other approved storage facility by any individual not specifically authorized access to test materials. Only CO's, XO's, TCO's, ATCO's and other NAPT test administrators may possess the keys or combinations to testing material storage containers.
 - p. Theft or unauthorized use or possession of test material by any individual.
 - q. Intentional changing of test scores or knowingly making erroneous test score entries on official records.
 - r. Appointment of individuals as alternate, associate, temporary, emergency, or non-permanent TCOs or the similar appointment of any other official authorized test material access for the purpose of gaining knowledge of test contents for any reason or for the purpose of circumventing any provisions of this instruction.
 - s. Taking any action that could result in unauthorized disclosure of test material or its contents.
 - t. For the NAPT: Administering an NAPT at any location other than where the NAPT is authorized to be stored.
 - u. For the NAPT: Any failure to properly maintain two-party inventory for the checking out or checking in of the NAPT per article 051208.
 - v. For the NAPT: administration of an NAPT by anyone who is not properly qualified as NAPT test administrator, or who is not designated in writing by the CO, or who has been qualified and designated for over one year without receiving periodic NAPT training from NAVCRUITCOM N313 or N7.

071007. Loss or Compromise of Navy Tests. Immediately notify NAVCRUITCOM 00IG and N3 upon discovery of loss or compromise of recruiting activity-held test material. Include the appropriate senior(s) as information addressee(s) if the loss or compromise occurs at other activities with recruiting authority. Additionally, if directed by NAVCRUITCOM, report loss or compromise of NAPT material to DCNO (N133D) and loss or compromise of DLAB material to DCNO (N13F) and NETPDTC N3217 via the chain of command per MILPERSMAN Article 1236-030.

071008. Navy Advanced Programs Test (NAPT)

- a. The NAPT is a two-hour, service-unique, supplementary test for potential Nuclear Field (NF) Program applicants who do not qualify based solely on ASVAB line scores. NAPT scores are valid for two years. The Navy administers the NAPT to prospective applicants when they

meet any of the minimum pre-screening criteria listed in subparagraphs 071008a(1) through 071008a(3).

- (1) Score 65 or higher on the AFQT.
- (2) Rank in the top one-third of their high school class.
- (3) Maintain a "C" average or better in one year of algebra.

b. NAPT Storage. NAPT materials (other than the NAPT test control log) must be stored in a suitable non-portable, locking bar metal file cabinet or combination locked safe, but should be stored in the most secure lockable container available at the storage location, which is usually a testing location. One example is a locking bar file cabinet in the senior classifier's office. Another possible example is exams stored in the test control officer's safe with a three-tumbler or digital combination lock. This container must be locked at all times when it is not directly guarded by an NAPT Test Administrator.

c. NAPT Custody Control

(1) Primary custody of NAPT exams and answer keys at the NAVTALACQGRU level rests with the Commanding Officer. When new NAPT materials are sent from NAVCRUITCOM to the NAVTALACQGRU, the CO must sign the materials receipt and return it to NAVCRUITCOM N313. Sub-custody of the exams can then be transferred to the properly designated TCO. The TCO must maintain the original NAPT materials receipt until the exam series is retired.

(2) Sub-custody transfer letters should be in the format of exhibit 7-6 Sample NAPT Sub-Custody Transfer Letter which can also be found electronically on the NAVCRUITCOM website in the "Forms" section. The First Endorsement section which is signed by the person taking custody will be recorded on a NAVPERS 1070/613. For military members, a copy of this NAVPERS 1070/613 will be submitted for inclusion in the permanent service record.

(3) Sub-custody of NAPT materials may be granted by the CO to the TCO, and by the TCO to the ATCO or any other test administrator who is properly qualified and designated as an NAPT Test Administrator. Sub-custody must be delegated to a single responsible qualified individual whenever NAPTs will be stored away from the normal working location of the TCO; however, any qualified NAPT Test Administrator may still have access to the materials.

(4) Any individual who is granted sub-custody of NAPT materials must maintain these materials per the requirements of this section for handling, storage, access, security, accountability and administration.

(5) When the TCO grants sub-custody of NAPT materials to a qualified NAPT Test Administrator, he will retain a record copy of the sub-custody letter and forward a copy to the CO for retention while the letter is in effect.

(6) NAVTALACQGRU COs will sign a new sub-custody letter prior to TCO relief which is effective upon relief.

(7) Upon an NAVTALACQGRU change of command, the relieving CO must sign a new complete inventory of NAPT materials issued to the command and submit this inventory to NAVCRUITCOM N313. The relieving CO will also sign a new sub-custody letter for the TCO.

d. NAPT Access. The NAPT storage containers may only be accessed by the NAVTALACQGRU commanding officer, executive officer, TCO, ATCO and other individuals who are properly qualified and designated as NAPT test administrators. Storage container keys or combinations may only be in the possession of the NAVTALACQGRU CO, XO, TCO, ATCO and designated NAPT test administrators. Combination must be changed every 2 years or when person with access transfers.

e. NAPT Security and Accountability. Written accountability of NAPT exams and answer keys will be maintained at all times using the NAPT Test Control Log found electronically on the Navy iPortal-NAVCRUITCOM directives. NAPT materials checked out of the storage container must be checked back into the container within the same day. NAPT check out and in must be performed by two individuals, one of whom must be an authorized NAPT administrator. The other individual can be any personnel permanently assigned to the NAVTALACQGRU. Both individuals must print their name and rate (or position for civilian personnel) on the test control log and sign the entry for check-out and for check-in. A complete inventory of all NAPT exams and keys will be conducted each time the safe or container is opened. Inventory will be by serial number and number of each item on board and may be recorded by referring to a pre-printed inventory list, but must actually be performed item-by-item, every time.

Note: The NAPT Test Control Log is separate from and in addition to the security container access card SF 702 Security Container Check Sheet. The NAPT test control log may be stored outside the security container but must be safeguarded in a manner to prevent its loss.

f. NAPT Exam Materials. There are normally two current NAPT test versions issued to the field. It is recommended that the two versions be used alternately to prevent possible test compromise. The NAVPERS 1236/12 Standard Navy Four-Choice Answer Sheet, (Stock Number 0106-LS-012-36609) remains a stock item in the Navy Supply System and is procured through normal supply channels, or may be copied locally.

(1) Ordering. Request NAPT exams and answer keys by letter to NAVCRUITCOM N3. Do not reproduce NAPT materials in any manner without written authorization from NAVCRUITCOM N3 and DCNO (N133D). Violations are punishable under the UCMJ. Blank answer sheets are not considered NAPT exam materials and may be locally reproduced.

(2) Receiving. When NAPT exams or answer keys are received by the NAVTALACQGRU, the NAVTALACQGRU CO must sign the receipt of these materials and

return a copy of the signed receipt to NAVCRUITCOM N313. This function cannot be delegated. Sub-custody of the exams can then be transferred to the properly designated TCO per paragraph b. The TCO must maintain the original NAPT materials receipt until the exam series is retired per paragraph b.

(3) Destruction. When test materials become worn or defaced as to be unfit for further use, inform DCNO (N133D) via NAVCRUITCOM N313. Permission will be granted to transmit materials to DCNO (N133D) as specified by MILPERSMAN Article 1236-030 for disposition or to perform destruction on site. If approved for destruction on site, a proof of destruction letter must be provided to DCNO (N133D) via NAVCRUITCOM N313. For filled-in answer sheets that are greater than six months old, burn or shred them per MILPERSMAN 1236-030. The TCO must retain the destruct certification until two years after the exam versions are retired.

(4) Retention. Retain NAPT Test Control Logs for two years. Retain filled-in answer sheets and associated scratch paper in the NAPT storage container for six months. Properly designated personnel will supervise the burning or shredding of these materials.

(5) Transmittal. For transmittal via USPS registered mail, see section 040103. For initial delivery to or relocation of permanent storage and testing locations, NAPT materials may only be hand carried by the CO, XO, TCO, or the ATCO. Observe the two-party check-out and check-in requirements of section 071008.c.

g. NAPT Test Administrators. TCO's, ATCO's and all NAPT Test Administrators must be qualified per COMNAVCRUITCOMINST 1136.2 "NAPT Test Administrator" PQS and designated in writing by the NAVTALACQGRU Commanding Officer. The designation letter must be in the form of exhibit 7-4 and recorded on a NAVPERS 1070/613. Retain one copy in the member's NAVTALACQGRU training record and for military, submit one copy for inclusion in the permanent service record. The personnel listed in subparagraphs 071008g(1) through 071008g(6) may be qualified and designated by the CO as NAPT test administrators.

- (1) Education Services Specialists.
- (2) Enlisted Classifiers or Recruiter/Classifiers.
- (3) Enlisted Processing Division Supervisors (EPDS).
- (4) E7 and senior NAVTALACQGRU personnel.
- (5) E6 and senior NAVTALACQGRU Nuclear Field Coordinators.
- (6) Test Control Officer (TCO) and Assistant Test Control Officer (ATCO).

h. NAPT Study Material. Authorized NAPT study material is limited to the Chemistry Periodic Table of the Elements, Math and Physics RAD items, the Correspondence Course

Math-Volume I. These items are prohibited in the examination room during NAPT administration.

i. NAPT Testing Locations. The NAPT may only be administered at authorized storage locations and may not be transported for testing purposes. For example, the NAPT may be administered at the NRPS or within the NAVTALACQGRU, if properly stored there. The NAPT may not be transported to Navy recruiting stations, schools or any other remote testing site. If NAPT's must be transported due to an NAVTALACQGRU or MEPS relocation, they must be hand carried by the Commanding Officer, the Test Control Officer or the Assistant Test Control Officer only. Observe the two-party check-out and check-in requirements of section 071008c.

j. NAPT Test Procedure.

(1) The Test Administrator must be one of the two personnel who signed the NAPT out of storage and must be present in the testing room throughout the testing period. The second individual signing for exam check-out is not required to be physically present during the test.

(2) Before commencing the test, the test administrator must verify the identity of the examinee. The examinee's SSN is not required on the answer sheet. The applicant must sign the following statement on the reverse of the answer sheet:

"I have not taken this or any other NAPT except as follows: (None or explain)."

The NAPT test administrator signs the applicant's statement as a witness.

(3) The test administrator must also:

(a) Ensure that applicant's use only approved calculators (basic four-function, scientific, or graphing). Testing personnel are responsible for checking the examinee's calculator prior to commencing the examination. If the examinee has a calculator with a raised or large (one inch or more) display, seat the examinee where his/her calculator cannot be seen by other examinees. The types of calculators listed in subparagraphs 071008j(3)(a)1 through 071008j(3)(a)8 are not authorized during the NAPT.

1. Pocket organizers, handheld or laptop computers.
2. Electronic writing pads or pen-input devices.
3. Models with a QWERTY (typewriter) keypad.
4. Models with paper tapes.
5. Models that make noise.

6. Models that can transfer data or information.
7. Models that require a power cord.
8. Models that use magnetic media (disks, tapes, cards, etc.).

(b) Ensure that any applicant who leaves the room during the test is escorted.

(c) Ensure that no applicant leaves the room during or at the end of the test without first turning in their test booklet and answer sheet.

(d) Examine each test booklet for missing pages and stray marks before and after administering the test. Conduct an immediate search should any discrepancy be noted and report loss or compromise per Article 071207. If stray marks are identified that cannot be removed which indicate an answer, an alternate test must be used.

(e) No examinee cell phones of any kind are allowed in the testing room during the NAPT.

(4) The NAPT will only be graded at locations where the answers keys are stored. The NAPT will only be graded by NAVTALACQGRU TCOs, ATCOs, classifiers, recruiter-classifiers, EPDS' and ESS' who are designated in writing by the NAVTALACQGRU CO to administer the NAPT. Score answer sheets without marking the correct answer to avoid unintentional creation of unauthorized answer keys.

(5) The test administrator will examine trash material before securing the room upon test completion. Recruiting personnel must not divulge the correct answers to questions answered incorrectly.

(6) The Navy classifier enters the actual score attained on DD Form 1966, section VI, remarks and in the PRIDE Mod II system. These entries are required regardless of whether applicant passes or fails the test and regardless of whether they enlist in the Nuclear Field Program. Use one of the following entries as applicable:

(Date): Applicant not required to take the NAPT due to line scores ≥ 252 . Applicants line scores were (score) EL and (score) NUC.

(Date): Applicant scored a (score) on the NAPT. Test version (version) was administered on (Date).

k. NAPT Retest Policy. A single retest may be authorized if an applicant's initial test score was 40 or higher. The minimum passing score for a NAPT is 55. Submit a NF Type 1 waiver request for eligibility to NAVCRUITCOM N313 if an individual qualifies for the NF Program on the basis of the retest. A retest using an alternate version of the NAPT may be authorized by the NAVTALACQGRU CO no earlier than 7 days from the date of the initial test provided the

individual applying for a retest provides evidence of additional academic achievement in mathematics or science since the initial test. Courses must be satisfactorily completed before a retest may be authorized. Use exhibit 7-5. Sample NAPT Retest Request to request CO authority for a NAPT retest. Exhibit 7-5 will be retained in the applicant's residual file.

(1) For high school, college, community college, or summer school courses completed by the applicant since the initial test, include certified transcripts from the school showing the final course grade.

(2) If an applicant seeks a retest based upon completion of a course in which they were already enrolled at the time of the initial test, at least 50 percent of the course must have been completed after the initial test.

(3) If less than 50 percent of the course was completed after the initial test, some other form of academic improvement (such as a correspondence course) is required.

(4) Other forms of academic improvement must be supported with a certified report of course content, tests required, length of study, test grades, and source of accreditation (if any). Use of an approved Navy correspondence course is authorized.

1. NAPT Reports. In order to remain eligible to administer NAPT's, each NAVTALACQGRU must submit a quarterly NAPT program audit report to their respective NAVCRUITREG. A consolidated report (including copies of each NAVTALACQGRU report) will then be forwarded to NAVCRUITCOM N313. The audit may be conducted by the NAVTALACQGRU CO, XO, CR, ACR, TCO, or ATCO (or the Senior Classifier or EPDS for remote NRPS's) but the audit report must be signed by the CO or XO. The report must include the items listed in subparagraphs 0710081(1) through 0710081(4).

(1) Complete inventory of all NAPT's and NAPT answer keys issued to the NAVTALACQGRU with the storage locations indicated for each.

(2) A statement verifying proper use of the NAPT Test Control Log per section exhibit 7-4.

(3) A list of all the NAVTALACQGRU's NAPT administrators, their initial qualification or designation date and a statement verifying they are properly designated in writing by the CO and military members have a 1070/613 on file per section exhibit 7-4. For those who have been designated as NAPT Test Administrators for over one year, include status of receiving periodic NAPT training.

(4) A statement verifying that all NAPT security containers meet the requirements of paragraph 071008b.

Exhibit 7-8 Sample Quarterly NAPT Program Audit Report is a sample report that can also be found on the NAVCRUITCOM directives web page in the "Forms" section.

The quarterly NAPT audit report will be due to NAVCRUITCOM N313 by the middle of the first month of each new quarter (50% gate day for October, January, April and July). Any NAVTALACQGRU's failing to submit this audit report by the due date may request an extension, in writing, from NAVCRUITCOM N313 Branch Head. The request for extension must be submitted and approved by NAVCRUITCOM N313 prior to the due date or NAPT use must be suspended by the NAVTALACQGRU pending NAVCRUITCOM N313 extension approval. If no extension is granted, the NAVTALACQGRU must suspend all use of the NAPT on the due date until the report is received by NAVCRUITCOM N313, reviewed and found to be satisfactory.

Note: For remote testing locations more than 200 miles from the normal working location of the CO, XO, TCO, ATCO, CR and ACR, the quarterly audit may be performed by the Senior Classifier, EPDS, or whoever is the NAPT custodian for that location. However, if the remote testing location is visited by the CO, XO, TCO, ATCO, CR or ACR and it is anticipated to be the only such visit in any quarter, that individual should conduct an NAPT audit even if it is not the first half-month of a new quarter.

m. NAPT Compromise

(1) Definitions of NAPT exam compromise: see section 071206.

(2) Action in case of NAPT exam compromise: see section 071207.

n. Periodic NAPT Training

(1) NAVCRUITCOM N313 will conduct NAPT handling, storage, access, security, accountability and administration training at least annually. This training will be delivered to all TCO's, ATCO's, NF Coordinators and all other NAPT Test Administrators either in-person at a conference or via webinar or DCO type teleconference. This training may be delivered by NAVCRUITCOM N7 after being generated or approved by NAVCRUITCOM N313.

(2) An NAVTALACQGRU's NAPT program will be considered compromised and all NAPT testing suspended if annual training is not completed by all NAPT test administrators and TCO or ATCOs at least every 15 months. Initial qualification and designation as NAPT test administrator is considered equivalent to periodic NAPT training.

071009. Testing Requirements for Selected Ratings

a. DLPT and DLAB. Required for enlistment into the CTI rating. The defense language proficiency test (DLPT) and defense language aptitude battery (DLAB) are administered at the MEPS. MEPS does not stock the DLPT; chief testing management (CTM) section must order each specific language test; administer, score, and verify the test(s); and return the test(s) by registered mail. The DLPT should be requested of the MEPS prior to the applicant's physical examination being scheduled.

(1) MEPS administers the DLAB to screen individuals who have a potential to study a foreign language under the Defense Language Program. DLAB scores are valid for two years from the test administration date.

(2) MEPS and RTC administer the DLPT to individual claiming native or near-native proficiency in a foreign language.

(3) The CTI rating requires only two parts of the DLPT (reading and listening) which requires 4 ½ hours to administer, grade, and verify. The MEPS' CTMs perform the verification. It is recommended that the physical and DLPT be accomplished over two days due to the length of time involved.

(4) The DLAB should not limit the enlistment of native linguists into the CTI program however, applicants must take the DLAB to determine aptitude for future additional training on other languages.

(5) Make a DD Form 1966, section VI, remarks, entry for all applicants administered the DLAB. Refer to chapter 3 for details.

(6) DLAB Retest Policy. An individual may take a DLAB retest six months after the date of the latest test per USMEPCOM Regulation 611-1.

b. Typing Test. Applicants for the LN rating must be able to type a minimum of 40 words per minute (WPM). Verification will be accomplished by either a school transcript showing attainment of no less than this standard, or by successfully completing a typing test. This qualification will be documented on DD Form 1966, Section VI, Remarks.

(1) The NAVTALACQGRU Classifier administers, scores, and verifies the typing test.

(2) LN applicants may use word processing software in a regular typing mode but are prohibited from using features such as spell check, word wrap, or backspace.

(3) LN candidates may be administered the typing test by using a web-based service available at: www.speedtypingonline.com/typing-test.

SAMPLE NAVY SUPPLEMENTARY TEST ADMINISTRATOR DESIGNATION

From: Commanding Officer, Navy Talent Acquisition Group _____
To:

Subj: DESIGNATION AS NAVY SUPPLEMENTARY TEST ADMINISTRATOR

Ref: (a) COMNAVCRUITCOMINST 1130.8
(b) MILPERSMAN Article 1236-030

1. You are hereby designated as a Navy Supplementary Test Administrator. You are authorized to administer the (NAPT, DLAB, and Typing) test(s) only.
2. You are directed to become intimately familiar with the requirements of references (a) and (b).
3. This designation remains effective only while you are serving in a billet designated by reference (a), Article 071201 of chapter 5. The authority to administer the designated test(s) is automatically revoked once you are removed from the billet.
4. You are cautioned that compromise or loss of any enlisted classification test material requires an investigation and is punishable under the UCMJ.

(NAVTALACQGRU CO Signature)

Date

FIRST ENDORSEMENT (NAPT Test Administrator only – to be recorded on NAVPERS 1070/613)

From:
To: Commanding Officer, Navy Talent Acquisition Group

I have read and fully understand all requirements in COMNAVCRUITCOMINST 1130.8 series and MILPERSMAN 1236-030 for the handling, security, storage and administration of the NAPT. I understand that compromise or loss of any enlisted classification test material requires an investigation and is punishable under the UCMJ.

(NAPT Test Administrator Signature)

Exhibit 7-4. Sample Navy Supplementary Test Administrator Designation

SAMPLE NAPT RETEST REQUEST

From: Nuclear Field Coordinator
To: Commanding Officer, Navy Talent Acquisition Group _____

Subj: REQUEST FOR NAPT RETEST AUTHORIZATION

Encl: (1) Copy of DD Form 1966 page 4, section VI remarks showing initial NAPT Score/Version
(2) Evidence of math or science upgrade

1. I request authorization to administer a second Navy Advanced Programs Test (NAPT) based on the items listed in subparagraphs 1a through 1f.

- a. Name of applicant: _____
- b. Initial NAPT score: _____ (must be 40 or above)
- c. Composite line scores based on initial NAPT and current ASVAB ____ / ____
- d. Previous NAPT version: _____
- e. NAPT retest version: _____ (may not be same as line d above)
- f. Date of initial NAPT: _____ (minimum of 90 days between tests)

2. I understand that 55 is the minimum passing score for a NAPT retest.

3. I understand that if the above applicant qualifies based on the NAPT retest, I must submit a NF Type 1 Waiver request with a copy of this letter attached to validate the retest.

4. I certify that the above applicant is eligible in all respects to be administered a NAPT retest.

(Signature)

Date

FIRST ENDORSEMENT

From: Commanding Officer, Navy Talent Acquisition Group _____
To: Nuclear Field Coordinator

1. Based on the information that you provided, I approve or disapprove administration of a NAPT retest to the above listed applicant.

(Signature)

SAMPLE NAPT SUB-CUSTODY TRANSFER LETTER

From: Commanding Officer, Navy Talent Acquisition Group XXX (for sub-custody transfer to TCO, or) Test Control Officer, NAVTALACQGRUXXX (for sub-custody transfer to all other _____ NAPT Test Administrators)

To: (TCO or any other NAPT Test Administrator, as applicable)

Subj: TRANSFER OF SUB-CUSTODY OF NAPT MATERIALS

Ref: (a) COMNAVCRUITCOMINST 1130.8 series, chapter 5
(b) MILPERSMAN Article 1236-030

1. You are hereby directed to take sub-custody of the NAPT materials listed below, per reference (a) chapter 7, Article 071008.
2. You are directed to become intimately familiar with the NAPT handling, storage, access, security, accountability and administration requirements of references (a) and (b).
3. This sub-custody remains effective only while you are serving in a billet designated by reference (a), Article 071008.f. The authority to administer the designated test(s) is granted via separate designation letter.
4. You are cautioned that compromise or loss of any enlisted classification test material requires an investigation and is punishable under the UCMJ.

(NAVTALACQGRU CO Signature) or (TCO Signature), date

NAPT Exams:	NAPT Answer Keys:
M150001	M150001
M150002	N150001
M150003	and no others
N150001	
N150002	
N150003	
and no others	

SAMPLE NAPT SUB-CUSTODY TRANSFER LETTER (CONTINUED)

Date _____

FIRST ENDORSEMENT (to be recorded on NAVPERS 1070/613)

From: (TCO or any other NAPT Test Administrator, as applicable)

To: Commanding Officer, Navy Talent Acquisition Group XXX (for sub-custody transfer to TCO, or) Test Control Officer, NAVTALACQGRU XXX (for sub-custody transfer to all other NAPT Test Administrators)

I have read and fully understand all requirements in COMNAVCRUITCOMINST 1130.8 series chapter 5 and MILPERSMAN 1236-030 for the handling, storage, access, security, accountability and administration of the NAPT. I understand that compromise or loss of any enlisted classification test material requires an investigation and is punishable under the UCMJ.

(TCO or NAPT Test Administrator Signature, date)

SAMPLE QUARTERLY NAPT PROGRAM AUDIT REPORT

From: Commanding Officer, Navy Talent Acquisition Group XXX
To: COMNAVCRUITREGXXXX

Subj: FIRST QUARTER 2021 NAPT PROGRAM AUDIT REPORT, NAVTALACQGRU XXX

Ref: (a) COMNAVCRUITCOMINST 1130.8 series, chapter 5
(b) COMNAVCRUITCOMINST 1136.2 series

1. Per reference (a), an audit of NAVTALACQGRU _____ NAPT program was conducted by the EPO, LT J. J. Jones with the following results:

2. NAPT Materials Inventory:

NAPT Exams:

NAPT Answer Keys:

a. NAVTALACQGRU, _____ safe, _____ deck room # _____ :
M150001 N150001 M150001
M150002 N150002 N150001
and no others and no others

b. MEPS _____, NAPT safe, _____ deck NRPS room # _____ :
M150005 N150005 M150002
M150006 N150006 N150002
and no others and no others

3. NAPT Test Control Logs at both test storage locations were inspected and found to be in compliance with ref (a), Article 071204.

4. The following is a list of all the NAVTALACQGRU NAPT administrators and their initial designation dates. All are qualified per ref (b). Each is designated in writing. The military members have a 1070/613 on file per ref (a), Article 071201:

LT J. J. Jones 3/2020 EM1 S. S. Smith 9/2019 Mr. R. R. Roberts 2/2008
PS1 T. T. Thomas 8/2020 PSCS F. F. Fox 5/2018 Mr. L. L. Lincoln 6/2010

All of the above received periodic NAPT training during the 10/21/2020 DCO.

5. All NAPT security containers meet the requirements of paragraph section 071008.

6. No discrepancies noted per reference (a) article 071008 or the following discrepancies were identified and the actions taken.

(NAVTALACQGRU CO Signature)

CHAPTER 8
ACTIVE COMPONENT CLASSIFICATIONS

SECTION 1
ACTIVE COMPONENT RESERVATION ENTRIES

080101. General. The reservation categories listed in subparagraphs 080101a through 080101h pertain to the PRIDE Mod II Reservation System:

a. Delayed Entry Program (DEP). DEP reservations are made for all non-prior service applicants for whom a DEP contract is executed, regardless of when they are actually shipped. Prior military service is defined as having served for one or more days of active duty. Applicants with prior military service are not eligible to be in the DEP. For reservation purposes these applicants must have a reservation made using the Delayed Entry Reserve (DER) Program. This does not mean that all applicants with prior military service will be considered NAVETs or OSVETs. Please refer to those sections of the manual for determining eligibility for specific programs.

b. Direct Ship (DIR). DIR reservations will be made for non-prior service applicants who will begin active duty within 24 hours.

c. Direct Deposit DEP (DDD). A DDD is a reservation with a signed contract that does not count as a new contract until the applicant is converted to a DIR or DEP during the following out months, typically the first processing day of the following month.

d. Delayed Entry (DEL). DEL reservations may be made only in cases where no contract is executed but the applicant is fully qualified for enlistment in a specific program. An example of DEL is when applicants want to discuss enlistment options with their parents. In no case will a DEL reservation be held in PRIDE Mod II for more than three calendar days or beyond midnight on Mission Day, whichever is shorter.

(1) Qualified no jobs (QNJ) and qualified not enlisted (QNE) applicants are allowed to be telephonically classified by use of the DEL reservation option for their initial PRIDE Mod II reservation. Telephonic DEL reservation procedures are as indicated in subparagraphs 080101d(2) and 080101d(3).

(2) Classifier must directly contact the QNJ or QNE applicant and blueprint to ensure the applicant's status has not changed and the QNJ or QNE applicant is fully qualified for enlistment and eligible for the rating or program being offered. Upon verbal consent of applicant, the classifier will DEL the seat and inform applicant of requirement to return to MEPS within 72 hours to complete the DEP process.

(3) Classifier will make the following entry in the Remarks section of DD Form 1966: "DEL reservation conducted telephonically on (DATE) with member's consent. Member informed of requirement to return to MEPS within 72 hours to complete DEP processing."

e. Delayed Entry Reserve (DER) Program. Reservations for all prior service and RC members must be made via the DER program regardless of whether an approved DD Form 368 is obtained. An approved DD Form 368 must be obtained prior to shipping all reservists (all services), National Guard, or Air National Guard members. The approved DD Form 368 must be signed and returned to the approving authority on enlistee's accession date. Selected Reserve members enlisted via the DER option are required to continue drilling with their respective units until they are accessed or gained. DER reservations are converted to DIR upon shipping to RTC.

f. Delayed Entry Full (DEF) Kit Waiver Program. The DEF Program allows provisional DEP enlistment based on a NAVCRUITCOM N32 determination while the full kit is in process at NAVCRUITCOM. The NAVTALACQGRU must reserve a ship date at least 45 days from the processing date and will receive an approved NAVCRUITCOM waiver prior to shipping the member.

g. Delayed Entry Medical (DEM) Program. The DEM Program allows provisional DEP enlistment based on a NAVCRUITCOM N35 determination while the medical waiver is in process at NAVCRUITCOM N33. The NAVTALACQGRU will reserve a ship date at least 30 days from the date of processing and must receive an approved NAVCRUITCOM N33 waiver prior to shipping the member.

h. Delayed Entry Nuclear (DEN) Field Program. DEN allows provisional enlistment of applicants into DEP while awaiting disposition of Nuclear Field (NF) Type 2 waivers. Only those applicants with a high probability of approval will be permitted DEN enlistment. Members must be reserved a ship date at least 30 days from the processing date.

080102. Applicant Requirements. Applicants will meet the requirements listed in subparagraphs 080102a through 080102g prior to initiating a classification interview or executing a reservation:

a. Applicants will be physically present for the initial classification interview and reservation process. Subsequent reclassifications or changes in reservation may be completed telephonically only with the applicant's consent and DAR approval of the NAVTALACQGRU CO.

b. A complete enlistment kit must be present at the Navy Liaison Office.

c. Applicants must have a complete, valid enlistment physical examination and have been determined to be physically qualified. Applicants with an approved DEM are also permitted.

d. All required waivers (with the exception of DEM, DEF, and DEN) must be completed and documented on enlistment documents before a reservation is made.

e. Applicants must be determined to be completely qualified in all respects for enlistment in the rating and program being offered.

- f. Applicants will have only one reservation in PRIDE Mod II at any one time. Multiple reservations for any one applicant are prohibited.
- g. The NAVTALACQGRU CO and MEPS EPDS are responsible for tracking all reservations and ensuring abuse does not occur.

SECTION 2
PERSONNEL SECURITY SCREENING QUESTIONNAIRE (PSSQ)

080201. General. The Personnel Security Screening Questionnaire (PSSQ) is used for applicants enlisting or affiliating in select sensitive Navy and Navy Reserve ratings.

a. Procedures. PSSQ will be administered to all applicants enlisting or affiliating in the following ratings or programs: AIRR, CT, EOD, IS, IT, ITS, MA, MT, ND, SB, SECF, SO, and YNS.

b. The PSSQ is available electronically as a PDF fillable document on the NAVCRUITCOM Forms web page. Completed PSSQs will be retained in the member PRIDE MOD II record.

c. Only classifiers, MLPOs and EPDS's may administer PSSQ, with the exception of prior service applicants who are processing for affiliation, who may have the PSSQ administered by a Reserve Recruiter. Authorized administrators will use the procedures listed in subparagraphs 080201a(1) through 080201a(4) with PSSQ.

(1) Administer the PSSQ questionnaire to all DEP-in, Reserve and direct ship applicants who enlist or affiliate in a rating and program that requires a security clearance.

(2) DEP-out applicants should be asked whether there have been any changes of status while in DEP on any of the responses to items in PSSQ. If there have been any changes in the applicant's status, document the changes on a separate sheet of paper and attach it to the PSSQ.

(3) PSSQ interviewers must contact the appropriate rating security manager for enlistment eligibility determination for applicants who respond "yes" to any question on the PSSQ or document a history of psychiatric counseling, bankruptcy or indebtedness. Contact one of the agencies listed in subparagraphs 080201a(3)(a) through 080201a(3)(d) for guidance concerning continued processing of the applicant:

(a) For CT, IS, and IT, ratings, contact NAVCRUITCOM N3141 at (901) 874-9133.

(b) For the MA rating, contact the MA enlisted community manager (BUPERS-325E), Millington, TN (901) 874-2080 for active and RC.

Note: For the MA rating only, Blocks 3, 5, 6, 7, and 18 are not applicable.

(c) For Warrior Challenge Program (AIRR, SEAL, EOD, SWCC and Navy Diver) contact NAVCRUITCOM N323 at (901) 874-9468.

(d) For ITS, MT, SECF, and YNS ratings contact NAVCRUITCOM N313 at (901) 874-9283.

(4) Retain one copy of the summary form in both the applicant's service record and PMII residual file.

080202. Prior Service Screening Requirements. Processing personnel will ensure the applicant completes a PSSQ if reenlisting into the AW, CTI, CTM, CTR, CTT, ETS, IS, IT, ITS, MA, MMS, MT, STS, and YNS ratings. Classifiers must contact the appropriate rating security manager for enlistment eligibility determination for applicants who answer "yes" to any question or document a history of psychiatric counseling, bankruptcy, or indebtedness.

SECTION 3
PRIOR SERVICE REQUIREMENTS

080301. Enlistment of Former Officers. Recruiters will not solicit former officers of the Armed Forces to enlist in the Navy and former officers will not be approved should they volunteer; however, an individual is considered non-prior service and eligible for enlistment if their appointment was terminated by an entry level separation in their enlisted status from Officer Candidate School (OCS), ROTC, or one of the Service Academies. In some cases, these recruits may have received a RE-4. NAVCRUITCOM may waive RE-4 code restrictions in this case.

080302. Processing Information and Recommendations. Review the information listed in subparagraphs 080302a through 080302f with each prior service applicant.

a. Opening a Navy pay record may take time. Members must take enough personal funds to cover miscellaneous living expenses for approximately two weeks after arrival at the processing activity. A minimum of \$150 is recommended.

b. Regular travel or advance pay will not be paid upon arrival.

c. Uniform issuance and tailoring may take some time. Members should take appropriate civilian clothing for admittance to Navy Exchanges, open and closed messes, and service clubs.

d. Dependents cannot accompany members to processing activities because no temporary dependent quarters are available. Additionally, members will not be reimbursed for dependent travel to processing activities. Remind the veteran that the first payday should not be expected for at least two weeks after arrival at the processing activity.

e. Prior service members traveling via POV must conform to NTC and naval station regulations governing current vehicle registration, liability insurance, and valid driver's license.

f. NAVETs should bring the items listed in subparagraphs 080302f(1) through 080302f(4).

(1) Navy Occupation Training and Awards History (NAVPERS 1070/604).

(2) History of Assignments (NAVPERS 1070/605).

(3) Any and all serviceable uniform items.

(4) Direct Deposit System (DDS) enrollment forms.

080303. Waivers and Enlistment Eligibility Determinations. NAVCRUITCOM N35 must approve all prior service applicants for enlistment and reenlistment if they require one or both of the items listed in subparagraphs 080303a through 080303e.

a. RE-Code Waiver. No waiver is authorized if the veteran's RE-Code cannot be verified. Refer to RE-CODE Chart for RE-CODES requiring a waiver.

b. Enlistment eligibility (rate and paygrade) determinations. These determinations are also referred to as "ECMs". This is required for all NAVETS and OSVETS.

c. Field Procedures

(1) NAVCRUITCOM N35 staff are the only personnel authorized to contact the ECMs to determine prior service eligibility.

(2) NAVCRUITCOM N35 will determine which documents are required to be submitted for review. Requests for RE-code waivers or ECM determinations will include, at a minimum, the documents listed in subparagraphs 080303c(2)(a) through 080303c(2)(n).

(a) For RE-code waivers, NAVCRUIT 1133/39 with recommendations, signature of the NAVTALACQGRU CO or acting, and must be dated.

(b) Prior service enlistment eligibility (rate and paygrade) determinations (ECMs) only require the ECM checklist (this includes all requests for prior service applicants previously discharged with an RE-4 due to homosexual conduct under DADT). A waiver briefing sheet is not required.

Note: All waivers or eligibility determinations must include alternate rating choices.

(c) Last two performance evaluations including the separation evaluation.

(d) All DD Form 214 Copy 4 (original or certified true copy) and NGB Form 22 from National Guard or Air National Guard (if applicable).

(e) All other separation documents (as available).

(f) Hand-written statements (why applicant previously separated, why applicant desires to enlist, criminal or civil offenses and non-judicial punishments [NJPs], as applicable).

(g) DD Form 368 if selected reservist or individual ready reservist.

(h) Verification of valid driver's license if required by the desired rating. The following ratings currently require possession of a current valid driver's license: EO, MA, and RP.

(i) A completed PSI or SF 86.

(j) Statement of what applicant has been doing since discharge for broken service, high year tenure (HYT), and RE-code eligibility.

(k) MHS Genesis Readiness Report.

(l) USMEPCOM 680-ADP with current test scores (within last two years).

(m) Prior service applicants that require a medical waiver and a prior service determination must have the medical waiver approved prior to submitting the prior service determination to NAVCRUITCOM N35.

(n) All NAVTALACQGRU level waivers and determinations must be completed and documented prior to submission to NAVCRUITCOM. All NAVTALACQGRU waiver documentation must be included in the NAVCRUITCOM level waiver package.

d. Basic enlistment eligibility and Program requirements apply to the applicant's entire life. If a NAVET is returning to the same rate or program as their original enlistment all waivers previously granted remain valid. If the NAVET is changing rates all circumstances requiring a waiver, including those that required a waiver for previous enlistments, must be reconsidered to establish new rate/program eligibility. The level of waiver authority is based on the applicant's cumulative record should additional waivers be required.

e. Non-Mandatory Drilling Reservists. Navy Reserve Center use a NAVPERS 1070/613 entry to record RE-Codes for certain non-mandatory drilling reservists upon discharge from their Reserve Unit. Reservists in a non-mandatory drilling status that are assigned a RE-4 Reenlistment Code for failure to participate in drills are eligible for reenlistment in the Regular Navy with prior approval from NAVCRUITCOM N35 and the appropriate ECM. Waivers will only be considered for non-mandatory drilling Reservists assigned the RE-4 via a NAVPERS 1070/613 for unsatisfactory drill participation. RE-4 Codes documented on a DD Form 214 will not be considered.

080304. Additional Prior Service Eligibility Requirements. In addition to basic enlistment eligibility requirements, prior service applicants must meet the prerequisites listed in subparagraphs 080304a through 080304c.

a. Alcohol and Drug Dependency. Level II or Level III treatment by a residential or outpatient rehabilitation treatment facility while on active duty can be an indicator of dependency.

b. Separation Documentation. The original or certified copy of the applicant's DD Form 214 Copy 4 must be used to verify prior service for individuals released from active duty and active duty for training. Follow the below procedures if the DD Form 214, Copy 4 original or certified copy is not available or alteration exists.

(1) Advise NAVETs who are Selected Reservists, and those who were discharged as USN or USNR within the past six months, that a certificate or duplicate of their last separation document may be requested from NAVPERSCOM (PERS-312).

(2) For all other veterans, a certified copy of DD Form 214 can be obtained from the National Personnel Records Center (NPRC), St Louis, MO. The following website is provided for applying on the internet: <http://www.archives.gov/st-louis/military-personnel/>. If the NPRC indicates that the DD Form 214 has not been issued or is not on file, an acceptable alternative is a NA Form 13041 Statement of Service, DD Form 220 Active Duty Report, or Administrative Remarks page from the detaching activity delineating information pertinent to reenlistment (prior paygrade, total active duty service, date of discharge or release from active duty, character of service, etc.).

(3) Verify prior service through the Reenlistment Eligibility Data Display (REDD) Web Application.

(a) Designated personnel at each NAVTALACQGRU may log onto REDD and verify prior service status.

(b) Contact NAVCRUITCOM N32 or N35 if designated NAVTALACQGRU personnel are unavailable.

(c) Print the screen and use this document for enlistment purposes if prior service information is found.

(d) Do not interpret a lack of prior service information in the database as proof the applicant was not recommended for reenlistment. The individual Services submit DD Form 214 or DD Form 215 information to the DMDC System on a monthly basis. Information may not be available for approximately 45 days after the applicant's date of separation.

(e) When no REDD information is available for recently separated applicants, the NAVTALACQGRU CO may utilize the Electronic Military Personnel Record System (EMPRS) (NAVETs only) or send a naval message to the veteran's separating command requesting RE-Code information to preclude delays that may cause exceeding the continuous service period.

(f) Compromises of REDD access codes or eligibility information must be immediately reported to the Manager, Recruit System, Defense Manpower Data Center (DMDC), Monterey, CA, by telephone (800) 538-5916 or (900) 683-4825 (California only) within 24 hours of occurrence. Information on the compromise must include corrective action initiated by the affected command. The NAVTALACQGRU must also notify the Navy Liaison Officer, DMDC by telephone (408) 375-4131 and NAVCRUITCOM N32 within 24 hours. The NAVTALACQGRU must submit a letter explaining the conditions surrounding the compromise and corrective actions initiated to NAVCRUITCOM N35 within two working days of the occurrence.

(g) NAVCRUITCOM will provide a letter to the Defense Manpower Data Center, 2100 Garden Road, Suite J, Monterey, CA, 93940, Attention: Manager, Recruit System, with

information copy to OASD/MM&PP (Accession and Retention), Pentagon, Washington, DC 20350 Attention: Director, DoD Accession Policy, within five working days of occurrence.

c. Service Reenlistment Codes. Refer to table 8.1.

Table 8.1 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, 2I, 2J, 2K, 2L, 2M, 2N, 2P, 2Q, 2R, 2S, 2T, 2U, 2V, 2W, 2X, 3S, 3V, RE-4 (Note 1)
ARMY	RE-3C, RE-4 (Note 1), RE-4A, RE-4R
MARINE CORPS	RE-2, RE-2B, RE-2C, RE-3A, RE-3S, RE-4 (Note 1), RE-4B
ELIGIBLE TO REENLIST	
NAVY & USCG	RE-1, RE-R1, RE-1E, RE-1J, RE-5, RE-7
AIR FORCE	RE-1, 1J, 1M, 1P, 1Q, 1T, 3A, 3B, 3C, 3D, 3E, 3I, 3K, 6B, RE-12, 13, 14
ARMY	RE-1, RE-1A, RE-1B, RE-1C, RE-1J, RE-2, RE-2A, RE-2B, RE-2C, RE-3A
MARINE CORPS	RE-1, RE-1A, RE-1B, RE-1C, RE-1J, RE-2A
INELIGIBLE TO REENLIST WITHOUT A NAVCRUITCOM WAIVER	
NAVY & USCG	RE-2*, RE-3, RE-3B, RE-3E, RE-3F, RE-3G, RE-3H, RE-3J, RE-3K, RE-3M, RE-3P, RE-3Q, RE-3R, RE-3S, RE-3U, RE-3X, RE-3Y, RE-3Z, RE-6, RE-8
AIR FORCE	RE-1A, 4A, 4B, 4C, 4D, 4E, 4F, 4G, 4H, 4I, 4J, 4K, 4L, 4M, 4N
ARMY	RE-3, RE-3B
MARINE CORPS	RE-3B, RE-3C, RE-3D, RE-3E, RE-3F, RE-3G, RE-3H, RE-3J, RE-3M, RE-3N, RE-3O, RE-3P, RE-3R, RE-3S, RE-3U, RE-3W

*Only for personnel released for commissioning and subsequently fail to commission.

Note 1: FD Form 214, Blocks 24, 26, and 27 will provide characterization of service, separation code (SPD), and re-entry code. An individual who received an other than honorable, bad conduct, or dishonorable discharge is not eligible for reenlistment. BUPERSINST 1900.8 provides the narrative description for each separation and reenlistment code used by the Navy.

Note 2: Prior service applicants issued a Reenlistment code of RE-4 (or equivalent) upon separation, solely for homosexual conduct may be eligible for re-enlistment or enlistment. (Note: Member's record must be reviewed to assure the sole supported reason for processing was Homosexual Act, Conduct, or Marriage). The following applies listed in subparagraphs 080304c(1) and 080304c(2).

(1) Eligibility Requirements

(a) Applicant's prior service DD 214 (most recent) must reflect a narrative reason of Homosexual Act, Homosexual Conduct, or Homosexual Marriage in block 28.

(b) One of the following Separation Codes (SPD) must be in block 26: GRA, GRB, GRC, HRA, HRB, or HRC.

(c) Character of Service must be Honorable (no other misconduct was a basis for their discharge).

(2) Processing Procedures

(a) Prior service applicants that meet the eligibility criteria listed in subparagraphs 080304c(2)(a) through 080304c(2)(c) may be accepted for further processing. All prior service applications accepted for enlistment or reenlistment with an RE-4 (or equivalent) due to homosexual conduct will be processed per paragraph 060403 as an enlistment eligibility (rate and paygrade) determination (not an RE-Code waiver).

(b) Recruiters will ensure that applicants also meet all basic enlistment eligibility requirements (BEERS) listed in this chapter, and chapter 2, as applicable.

(c) Schedule applicants for processing at MEPS. Upon meeting all qualifications, Navy liaison office will initiate enlistment eligibility (rate and paygrade) determination to NAVCRUITCOM N35.

(d) NAVCRUITCOM N35 will ensure that all documentation is reviewed in depth. All documentation required in paragraph 060403 must be included, no exceptions. If any documentation is not available, recruiting personnel may assist the applicant in obtaining it if possible. If documentation cannot be provided, the application will not be processed.

(e) NAVCRUITCOM N35 will be the final approval authority for all eligibility (rate and paygrade) determinations submitted for applicants with RE-4 codes (or equivalent) due to homosexual conduct. NAVTALACQGRU's will receive written notification of final approval or disapproval for each applicant.

(f) It must be emphasized that due to the needs of the Navy and manning constraints, not all applicants will be accepted even though they meet the criteria listed in subparagraphs

080304c(1) and 080304c(2). For any questions regarding this policy, recruiting personnel should contact NAVCRUITCOM N35 at (901) 874-9465.

(g) Classifiers will not document an RE-4 code into any IT system or on any documents. Should it be necessary to document or enter an RE Code on documents or an IT system, Classifiers will enter RE-R1 for prior service applicants previously discharged for homosexual conduct that receive NAVCRUITCOM N35 approval to enlist or reenlist.

d. ASVAB and AFQT. NAVETs accessing directly into their previous rating are not required to retake the ASVAB. NAVETs reenlisting via PRISE III will be classified into eligible ratings based on current (less than two years old) ASVAB line scores. OSVETs must retake the ASVAB and be classified in eligible ratings based on ASVAB line scores. There is no minimum AFQT requirement for NAVET or OSVET applicants.

e. Medical. MEPS will accept a separation physical DD Form 2808 or MHS Genesis Readiness Report if it is one year or less old. Compute the one year from the date of the separation physical to the date of DER. MEPS will require the applicant to complete a new DD Form 2807-2.

f. Initial Fitness Assessment (IFA) or Physical Fitness Assessment (PFA). Veterans must be available for worldwide assignment upon reporting for duty. There is no grace period after reporting for affiliation or active duty to meet Navy physical fitness standards. For this reason, NAVCRUITCOM must ensure all Veteran applicants will be able to meet in service standards immediately. Since Veterans are not required to attend RTC, all NAVETs (AC and RC) must provide proof of having passed a PFA prior to discharge or separation. Status of PFA will be documented on most recent evaluations. If more than 6 months have passed since discharge or separation, NAVETs will be required to pass an IFA. All OSVETs (AC and RC) must pass an IFA. Documentation of PFA or IFA must be included with the submitted application kit. When it is necessary to administer an IFA for a NAVET or OSVET, recruiting personnel must follow policy guidance in COMNAVCRUITCOMINST 1130.17, chapter 7. There are no exceptions.

080305. Reservists Enlisting On Active Duty

a. Clearance and Discharge. DoD policy requires that a member be discharged from a RC before enlisting in another Armed Service. Recruiters must first obtain clearance from the specific RC allowing the member to process for enlistment in the gaining service. DD Form 368 is the proper document for this transaction and must be obtained prior to scheduling the applicant for MEPS processing. DD Form 368 is to be used to enlist any applicant in the below Reserve categories (including National Guard and Air National Guard). Refer to chapter 4 for DD Form 368 specifics.

b. Reservists serving part of an initial eight-year MSO in the Selected Reserve (drill pay status), Individual Ready Reserve (IRR) (non-pay drilling status or non-pay, non-drilling status), or standby reserve-active (S1 status) (non-pay, prohibited from drilling status).

c. Reservists who have completed their statutory eight-year MSO and are currently members of the selected reserve, IRR, or S1 status.

d. Recruiting personnel must counsel selected reservists that they are required to maintain satisfactory participation in the unit until discharged. An approved DD Form 368 does not relieve members from their drill responsibilities. DD Form 368 is approval for release contingent upon shipping to RTC. This provision applies to those who have an active Reserve obligation under their initial enlistment. Members who affiliated of their own free will and have met all active obligations from initial enlistment are relieved of the obligation once the release is obtained.

e. All prior service applicants including those actively drilling or with a remaining MSO in the IRR must be enlisted via the DER Program. Applicants who have not received proper clearance must not be reenlisted. No waivers will be granted however, program reservations can be made through the DER Program. Waivers for time-in-rate may be requested from NAVCRUITCOM N35.

080306. Enlisted Service Record. Select the proper prior service category in the applicant PRIDE Mod II Record Profile. Prior service personnel should be encouraged to obtain documentation of their educational achievements for inclusion in their service record as educational achievement information is used for a variety of career reasons.

080307. Travel Information Card (NAVPERS 7041/1). The reenlistment coordinator or other designated NAVTALACQGRU support personnel must ensure that all prior service personnel complete NAVPERS 7041/1 prior to departing the MEPS. Specific instructions for completion and disposition of NAVPERS 7041/1 are in NAVPERS 15892.

CHAPTER 9
RESERVE COMPONENT CLASSIFICATION

SECTION 1
NAVY RESERVE CATEGORIES

090101. Ready Reserve. The Ready Reserve is comprised of military members of the Reserve organized in units or as individuals and liable for involuntary order to active duty in time of war or national emergency under Title 10 USC 12301, 12302, and 12304. The ready reserve consists of the selected reserve (SELRES) and the individual ready reserve (IRR).

a. SELRES. Consists of units and individuals in the Ready Reserve, designated by the CNO and approved by the Chairman, Joint Chiefs of Staff, as so essential to initial wartime missions they have priority over all other Reservists. All SELRES are in an active status. SELRES are required to participate in inactive duty training (IDT) and annual training (AT).

(1) SELRES Units. Units manned and equipped to serve or train either as operational or Augmentation units. Operational units train and serve together. Augmentation units train together but, when mobilized, lose their unit identity and become part of the AC command or activity. Commissioned units are operational units with their own organic or pre-staged equipment such as aircraft squadrons, ships, fleet hospitals, construction force, and cargo handling battalions. These commissioned units are tasked to deliver a complete, operational entity to the fleet.

(2) Individual Mobilization Augmentees (IMAs). IMAs are individual members of the SELRES who are trained and pre-assigned to a RC billet, in an AC or non-DoD organization (such as the Federal Emergency Management Agency (FEMA)) which must also be filled on or shortly after mobilization.

b. Individual Ready Reserve (IRR). The IRR is a manpower pool comprised principally of former AC or SELRES members who are under a military service obligation (MSO) or other contractual commitment. Per public law, these individuals are subject to recall for Full (Title 10 USC 12301) or Partial (Title 10 USC 12302) mobilization on the same basis as SELRES, or those who qualify and volunteer may be called as part of a Presidential Reserve Call-up authority (Title 10 USC 12304). IRR members may voluntarily participate in training, with or without pay, for retirement points and promotion. Involuntary training for IRR members may not exceed 30 days per year.

090102. Standby Reserve. The standby reserve consists of personnel who maintain their military affiliation but are not in the ready reserve. These individuals are not required to perform training and are not part of units. The standby reserve serves as a pool of trained individuals mobilized when needed to fill manpower requirements in specific skills.

090103. Reserve Non-Prior Service Defined. Applicants that either have no military experience or have been discharged from any branch of service and have not completed the below listed requirements are considered NPS applicants and are required to complete Navy recruit training.

- a. Recruit basic military training; or
- b. Completed 84 calendar days of inactive duty training (IDT) (including the Navy Reserve Accession Course (NRAC) for NPS applicants accessed prior to the termination of NRAC).
- c. Other service recruit basic military training fulfills the Navy recruit training or previous NRAC requirement for other service veterans (OSVETs) accessed into the Navy Reserve.

090104. Attrites. Attrition is an end-strength loss for the Navy Reserve and will be recorded by NAVTALACQGRUs on the fifth working day of each month. Attrites are defined as a member claimed for attainment credit that fails to drill within two months following the attainment credit month. The NAVTALACQGRU may request a NAVCRUITREG extension of this requirement not to exceed a total of 60 calendar days from the date of the member's accession.

- a. NAVCRUITCOM will generate a 60-Day "Attained Not Drilled" report of the fifth working day of each month. NAVCRUITCOM will attrite all applicants over 90 days on the 15th of the month. NAVCRUITREGs may request a NAVCRUITCOM exception to policy, however the extension will not exceed the current month.
- b. NAVCRUITREGs will contact NAVCRUITCOM N32 for previously attrited applicants who subsequently drill during the attrition month to have the attrite removed. Attrites will remain in effect if the applicant in question fails to drill prior to the last day of the attrition month.

090105. Cross-Country Gains. Cross-country gains do not count as end-strength losses for the Navy Reserve and focus on applicants who relocate from one recruiter's territory to another. Approval authority level or the accession program are unaffected when applicants relocate from one NAVTALACQGRU to another. Attainment dates will never change. Cross-country gains spanning fiscal years will retain the initial attainment date. The concerned NAVTALACQGRU Chief Recruiter(s) (CR) will contact NAVCRUITCOM N32 for permission to reassign the gain. If the respective CRs disagree, the matter will be referred to the concerned NAVCRUITREG CR(s) for determination. In the event the NAVCRUITREG CR(s) disagree, the matter will be forwarded to NAVCRUITCOM N32 and National CR for resolution.

090106. "Touch And Go" Recruiting. Section removed.

SECTION 2
ERRONEOUS OR FRAUDULENT ACCESSIONS

090201. Description. Erroneous or fraudulent accession waivers will be required when an applicant has been accessed without meeting all applicable accession criteria contained in this instruction. The NAVTALACQGRU will investigate violations of recruiting standards, practices, or procedures to determine culpability under the UCMJ. Naval Military Personnel Manual (MILPERSMAN) and NAVCRUITCOM instructions provide guidance on what constitutes an erroneous or fraudulent accession and what constitutes an acceptable accession.

a. All erroneous and fraudulent accessions will be submitted within 30 days of discovery to NAVCRUITCOM N32 with a copy to NAVCRUITCOM 00IG, via chain of command, for review and retention.

b. Cases that would have required NAVTALACQGRU, NAVCRUITREG, or NAVCRUITCOM waiver approval will be forwarded, with recommendation, by NAVCRUITCOM N32 via chain of command to NAVPERSCOM (PERS-91) for adjudication.

c. When an investigation reveals an erroneous or fraudulent accession, the recruiter will submit a letter, via chain of command, explaining the circumstances of the accession error or fraud. Exhibit 9-1 Sample Erroneous or Fraudulent Accession Recruiter Letter, exhibit 9-2 Sample Erroneous or Fraudulent Accession First Endorsement, and exhibit 9-3 Sample Erroneous or Fraudulent Accession Second Endorsement will be used as guidance.

SAMPLE ERRONEOUS OR FRAUDULENT ACCESSION RECRUITER LETTER

Date: _____

From: LPO or LCPO, Navy Recruiting Station, _____ City/State _____
To: Commander, Navy Recruiting Command (N3)
Via: (1) Divisional LCPO, Div. #, Navy Talent Acquisition Group _____,
(2) Chief Recruiter, Navy Talent Acquisition Group _____,
(3) Commanding Officer, Navy Talent Acquisition Group _____,
(4) Commander, Navy Recruiting Region _____,

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

Ref: (a) COMNAVCRUITCOMINST 1130.8 (series)
(b) List other applicable references (i.e., COMNAVRESFOR or other instruction).
Specific format is provided in SECNAVINST 5216.5.
(c) PRIDE Mod II Residual file ICO Rate, First Name, Middle Initial, Last Name, USN, Social Security Number

1. Per reference (a), reference (c) is recommended for your review.
2. On date, Rate, First Name, Middle Initial, Last Name was accessed under the provisions of the (specific program). Per references (a) and (b), (provide a short synopsis of the reason(s) for the erroneous or fraudulent accession and how the error or fraud was discovered detected).
3. I have been appropriately counseled about this mistake. I regret any inconvenience and request that Rate, First Name, Middle Initial, Last Name be authorized to continue Inactive Duty for Training in the Navy Reserve.

Signature

Copy to:
NAVCRUTCOM (00IG)

SAMPLE ERRONEOUS OR FRAUDULENT ACCESSION FIRST ENDORSEMENT

FIRST ENDORSEMENT on LPO or LCPO Rate, Name ltr of (date)

Date _____

From: Divisional LCPO, Div. #____, Navy Talent Acquisition Group _____,

To: Commander, Navy Recruiting Command (N3)

Via: (1) Chief Recruiter, Navy Talent Acquisition Group _____,

(2) Commanding Officer, Navy Talent Acquisition Group _____,

(3) Commander, Navy Recruiting Region _____,

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

Ref: (a) COMNAVCRUITCOMINST 1130.8 (series)

(b) PRIDE Mod II Residual file ICO Rate, First Name, Middle Initial, Last Name, USN, Social Security Number

1. Per reference (a), recommending approval of reference (b).
2. Provide the Divisional Leading Chief Petty Officer's comments and recommendations.

Signature

Copy to:
NAVCRUITCOM (00IG)

SAMPLE ERRONEOUS OR FRAUDULENT ACCESSION SECOND ENDORSEMENT
(MUST BE ON COMMAND LETTERHEAD)

1130
Ser N31/
Date

SECOND ENDORSEMENT on LPO or LCPO Rate, Name ltr of (date)

From: Chief Recruiter, Navy Talent Acquisition Group _____,
To: Commander, Navy Recruiting Command (N3)
Via: (1) Commanding Officer, Navy Talent Acquisition Group _____,
(2) Commander, Navy Recruiting Region _____,

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

Ref: (a) COMNAVCRUITCOMINST 1130.8 (series)
(b) PRIDE Mod II Residual file ICO Rate, First Name, Middle Initial, Last Name, USN, Social Security Number

1. Per reference (a), recommending approval of reference (b).
2. Provide Chief Recruiter's comments and suggestions.

Signature

THIRD ENDORSEMENT on LPO or LCPO Rate, Name ltr of (date)

From: Commanding Officer, Navy Talent Acquisition Group _____,
To: Commander, Navy Recruiting Command (N3)
Via: (1) Commander, Navy Recruiting Region _____,

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

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

Signature

Copy to: NAVCRUTCOM (00IG)

Exhibit 9-3. Sample Erroneous or Fraudulent Accession Second Endorsement

SECTION 3
SELECTED RESERVE AFFILIATION

090301. Description. Selected Reserve (SELRES) affiliation relates to a member of the Ready Reserve, with a remaining incurred obligation, accessing into a pay drill billet with an established drilling unit or Individual Mobilization Augmentee (IMA) billet of the Navy Reserve. Ideally, SELRES are assigned to programs and units of the Navy Reserve consistent with their background, experience, and training. Per DoD 1200.7, it is DoD policy that members of the Ready Reserve meet the provisions of Title 10 USC 10149 and provide a Ready Reserve force composed of members who:

- a. Meet military service wartime standards of mental, moral, professional, and physical fitness.
- b. Possess the military qualifications required for their rank, rating, or specialty.
- c. Are available immediately for active duty during a mobilization or as otherwise required by law.

Note: OPNAVINST 1001.21 stipulates that the mission of the RC is to “provide trained units and qualified persons available for active duty in the armed forces, in time of war or national emergency and at such times as the national security may require.” To that end, the Selected Reserve must “be prepared to respond to the entire spectrum of requirements, including war or national emergency, contingency operations, Military Operations Other Than War (MOOTW), Peacetime Contributory Support (PCS), humanitarian operations, full or partial mobilization (including pre or post mobilization) and at such other times as the national security may require.”

090302. General Eligibility Guidelines. All applicants for SELRES drill pay billet affiliation must be under a current contractual obligation must continue to meet basic enlistment eligibility requirements set forth in chapter 2, and must meet the specific requirements for the program under which they are affiliating. Applicants having been in a drill pay status within the last 90 days are ineligible. Per BUPERSINST 1001.39, recruiting personnel must verify an individual’s reenlistment eligibility as part of the affiliation process.

a. Personnel discharged from the SELRES of any Service with a characterization of “Not Recommended for Reenlistment” require NAVCRUITCOM (00) via NAVPERSCOM (PERS-913) approval prior to reenlistment or reaffiliation.

b. Personnel transferred from the SELRES due to unsatisfactory participation and not recommended for reaffiliation require prior approval to reaffiliate from NAVCRUITCOM N35 via NAVPERSCOM (PERS-913).

c. Reaffiliation of Unsatisfactory Participants. Members terminated or separated from the SELRES with a characterization of “Not Recommended for Reaffiliation” require written

endorsement from the Navy Reserve Center to which the member will be assigned using the format in exhibit 9-4. The Navy Reserve Center CO must conduct a personal interview to determine the member’s motivation, intentions, and their Navy Reserve asset potential. Final approval authority is NAVCRUITCOM N35 via PERS-913.

d. Enlisted personnel released from active duty (not IADT) in paygrades E1 and E2 are not eligible for affiliation in a drilling status without prior approval of NAVCRUITCOM N3.

e. Individuals who received a disqualifying reenlistment code from any Service component require NAVCRUITCOM N35 approval prior to affiliation. This criterion also applies to personnel who are or have been members of other AC or RCs since the disqualifying reenlistment code was assigned.

f. Personnel who exceed High Year Tenure (HYT) criteria are ineligible for affiliation with the SELRES per MILPERSMAN 1160-120. Personnel who do not exceed HYT criteria, but are retirement eligible, may only be affiliated with NAVCRUITCOM N3 approval via the chain of command. Refer to Table 9.1 HYT By Paygrade For Navy Reserve. Waivers will only be considered for retirement eligible members who are in a critical rating or possess a critical NEC Code. Personnel who will reach their HYT date within 18 months of affiliation may only be affiliated with NAVPERSCOM (PERS-913) approval via NAVCRUITCOM N35.

Table 9.1 HYT by Paygrade for Navy Reserve

HYT BY PAYGRADE FOR NAVY RESERVE	
PAYGRADE	YEARS OF SERVICE
E9	30
E8	26
E7	24
E6	22
E5	20
E4	12
E3	10
E2/E1	6 (NOT ELIGIBLE FOR A WAIVER)

g. Reserve Transition Benefits (RTB). Personnel in receipt of, or having previously received, RTB **are not eligible** for affiliation. Refer to BUPERSINST 1001.39.

h. ASVAB Requirements. Prior Service (PS) applicants may enlist with ASVAB scores attained from their previous enlistment, regardless of their AFQT score, provided they enlist in the same rating last held or they meet line score eligibility for the new rating in which they are enlisting. PS applicants not line score eligible will be re-administered the ASVAB and processed with the new line scores regardless of the AFQT obtained.

Note: Minimum ASVAB line score requirements are based on ASVAB test form designators or versions. ASVAB test scores obtained after July 2004 are considered PAY 97. This includes but is not limited to test versions 01E, 02E, 03E, 04E, 05E, 06E, 23F, 23G, 24F, 24G, 25F, 25G, 26F, 26G, 27F, 27G, 28I, 18F, 19G, and 19W. ASVAB test versions 17A, 17B, and any other test taken prior to July 2004 are considered PAY 80. Chapter 5, Section 6 of this Manual contains ASVAB line score requirements for PAY 97. For assistance in determining PAY 80 rating entry requirements please contact NAVCRUITCOM (N3R).

090303. Affiliation with the Selected Reserve. While serving in the Navy Reserve, members will maintain the standards of performance outlined in BUPERSINST 1001.39 to ensure their personal readiness for mobilization. All members must sign NAVRES 1570/2 Satisfactory Participation Requirements/Record of Unexcused Absence upon assignment to the SELRES.

a. Orders. Navy Reservists must be issued individual orders assigning them to perform Inactive Duty for Training (IDT). Navy Reserve Center Commanding Officers are authorized to issue pay or non-pay IDT orders using CNAVRES 1326/4 Enlisted Application and Orders to a Navy Reserve Unit (Non-Obligor)). IDT orders for qualified personnel performing hazardous or special duty will specify that performance of such duty involving their particular specialty is authorized. MILPERSMAN 7220 and DoD Financial Management Regulation, Volume 7A, Chapter 8.

b. Service Records. For NAVETS, once affiliated with a Navy Reserve Center the member will establish an Electronic Service Record (ESR) account through NSIPS and print all required service record pages.

c. Billet Assignment. NAVETS will be assigned per unit manning priorities to mobilization billets which match their rating, paygrade, and if applicable, specialized skills such as NEC Codes. Hospital Corpsman with NECs HM-8404 and HM-8701, who reside within a reasonable commuting distance of a Navy Reserve unit in support of the U.S. Marine Corps, will be assigned to that unit if a local billet exists per COMNAVRESFORINST 1001.5, chapter 2.

d. TRICARE Reserve Select. Navy Reservists, regardless of current status and those in the process of deactivation, having served on named contingency orders (i.e., Southern Watch, Noble Eagle, Enduring Freedom, etc.) are eligible for TRICARE Standard coverage provided they remain in or return to SELRES status during the period of coverage eligibility. Eligibility is extended to members activated on or after 11 September 2001 who continue to serve on contingency orders and those previously deactivated from such orders. Recruiters may encounter deactivated or deactivating Navy Reservists seeking reaffiliation to utilize this entitlement. TRICARE Reserve Select eligible Reservists must continue to meet basic eligibility and program requirements as provided in chapter 2 and chapter 9 in order to affiliate with a drilling Navy Reserve unit. Additionally, these Reservists are subject to any community constraints established by current accession or affiliation goal directive(s). In cases where TRICARE Reserve Select eligible Navy Reservists are unable to affiliate with a drilling Navy

Reserve unit, recruiters will offer to make referral to, or advise that SELRES opportunities may exist with, other Service's RCs. This step is considered an adjunct to the "Blue to Green" transition program. Additional TRICARE Reserve Select information or assistance may be obtained from the local Navy Reserve Center and the Defense Manpower data Center (DMDC) website at www.dmdc.osd.mil. The DMDC website will provide self-service links where Reservists can obtain program information, declare their intent to enroll, and obtain the required commitment form to initiate the entitlement. Individual eligibility or entitlement issues that cannot be resolved via the DMDC website are to be referred to the appropriate local Navy Reserve Center personnel.

090304. Previous Unsatisfactory Participation

a. Other Service Veterans (OSVETs). OSVETs removed from drill status due to unsatisfactory participation require NAVCRUITCOM N3 accession authorization.

b. Navy Veterans (NAVETs)

(1) Personnel Still Under Navy Reserve Contract. NAVET personnel transferred from the SELRES to the IRR due to unsatisfactory participation and are still under contract require the Navy Reserve Center CO's endorsement. This endorsement must be from the activity CO shown on the NAVRES 1326/2 or the NAVRES 1326/4, as appropriate, to which the applicant will be affiliating. Forward the affiliation kit with the Navy Reserve Center CO's endorsement letter using the format in Table 9.2 High Year Tenure Waiver Matrix to NAVCRUITCOM N3R. NAVCRUITCOM N3R will forward the package to NAVPERSCOM (PERS-913) for approval and reserve system update.

(2) Personnel off Navy Reserve Contract. Personnel who have received a RE-4 for unsatisfactory drill participation require NAVPERSCOM (PERS-913) approval via NAVCRUITCOM N35. Personnel who are not recommended for reaffiliation on their last NAVRES 1326/2 transferring them to the IRR, and are then subsequently discharged by NAVPERSCOM and not recommended, require NAVPERSCOM (PERS-913) approval via NAVCRUITCOM N35.

(3) Previous Waivers. Applicants who received a RE-Code waiver, then during a subsequent Navy Reserve affiliation are transferred to the IRR in an UNSAT status or are not recommended for reaffiliation, require a new NAVCRUITCOM N35 waiver for the RE-Code prior to reaffiliation.

090305. Reserve Recommendations. Documentation of reserve recommendations will be as indicated in subparagraphs 090305a through 090305e.

a. Personnel released from active duty that are still under contract but who have had no reserve participation must sign a NAVPERS 1070/613 Accession in Lieu of Recommendation (electronic version on the NAVCRUITCOM Forms web page).

b. NAVET personnel released from active duty that are still under contract and who have had reserve participation must have one of the items listed in subparagraphs 090305b(1) and 090305b(2).

(1) NAVRES 1326/2

(2) NAVPERS 1070/613 Accession in Lieu of Recommendation (electronic version on NAVCRUITCOM Forms web page) and an adjudicated NAVPERSCOM records request.

c. OSVET personnel released from active duty, whether still under contract or discharged, and have had reserve participation require one of the items listed in subparagraphs 090305c(1) and 090305c(2)

(1) Reserve recommendation document

(2) NAVPERS 1070/613 Accession in Lieu of Recommendation (electronic version on NAVCRUITCOM Forms web page), personal statement by the applicant providing a detailed explanation of the circumstances that led to members transfer to the IRR for unsatisfactory participation, and a personal statement from the Navy Reserve Center CO providing a waiver recommendation based on the CO's personal interview with the applicant.

d. NAVET personnel released from active duty with a subsequent reserve discharge on or after 1 January 1998 require one of the items listed in subparagraphs 090305d(1) and 090305d(2).

(1) NAVPERS 1070/615

(2) NAVPERS 1070/613 Accession in Lieu of Recommendation (electronic version on NAVCRUITCOM Forms web page) and an adjudicated NAVPERSCOM records request.

e. NAVET personnel released from active duty with a subsequent reserve discharge before 31 December 1997 require one of the items listed in subparagraphs 090305e(1) and 090305e(2).

(1) Reserve recommendation document

(2) NAVPERS 1070/613 Accession in Lieu of Recommendation (electronic version on NAVCRUITCOM Forms web page), personal statement by the applicant providing a detailed explanation of the circumstances that led to members transfer to the IRR for unsatisfactory participation, and a personal statement from the Navy Reserve Center CO providing a waiver recommendation based on the CO's personal interview with the applicant.

090306. Key Employees. A "key employee" is defined as someone who cannot be recalled to active duty because their employment is considered more critical than the needs of the Navy Reserve. These members have been transferred from the Ready Reserve (USNR-R) to Standby Reserve-Active (USNR-S1).

a. Key Federal Employees. Reservists employed by the Federal government whose functions are essential to the continuity of the Federal government may be considered key employees if they occupy positions that cannot be vacated during a national emergency or mobilization without seriously impairing the capability of their agency to function effectively. Examples: Members of Congress, certain Federal law enforcement officials, and civilian appointees such as Cabinet officials and military department leaders.

b. Key Non-Federal Employees. Reservists who work in the fields of public health and safety as well as defense support industries may be considered key employees if they possess unique skills which cannot be filled in a reasonable time after mobilization.

Examples: A physician who is the only health care provider for a remote community that is not served by other health care agencies, or a lead engineer who provides essential technical expertise relating to the development or maintenance of certain national security assets.

c. Affiliation. Reservists designated as Key Employees (Federal or Non-Federal) by NAVPERSOM (PERS-91) are ineligible for affiliation.

090307. High Year Tenure (HYT) For Reservist. Per MILPERSMAN ART 1160-120, Reservists whose length of service (LOS) meets or exceeds HYT for their paygrade are ineligible to remain in a pay status and are ineligible for SELRES affiliation. The start date used for computing inactive duty HYT is the pay entry base date (PEBD) whereas the start date used for active duty HYT is the active duty service date (ADSD). Due to this difference, a reservist will have all periods spent under contract counted towards their HYT limits, including periods in the IRR. The items listed in subparagraphs 090307a and 090307f is provided for clarification.

a. Length of Service (LOS). The number of years of combined active and inactive Federal military service, regardless of branch of service, computed from PEBD. Inactive military service covers all periods of inactive duty (NOT to include delayed entry) served under a qualifying enlistment contract.

b. HYT. The maximum years of service authorized for each paygrade. Determination of HYT is based on LOS computed from PEBD.

c. Table 9.2. An HYT waiver matrix is provided for determining HYT review authority. This is a review of HYT computations for accuracy purposes only and not a waiver for HYT. An applicant reaching HYT during their drill status is required to submit a HYT waiver package per MILPERSMAN article 1160-120. This is clarified and documented by having all applicants affiliating within three years of their actual HYT sign NAVPERS 1070/613 High Year Tenure, located on the NAVCRUITCOM Directive page.

(1) Personnel who apply for enlistment in a temporary rate and will exceed HYT criteria during the time period authorized to complete rate permanency requirements are not eligible for affiliation.

(2) HYT limits are reflected in table 9.2. The limiting date for removal from pay status is the end of the month HYT is reached. Example: An applicant with over 9 years of service is eligible for accession in temporary paygrade E4 provided they have a full 18 months to achieve rate permanency prior to the last day of the month of the calendar year in which they reach HYT. If the applicant does not have the requisite 18 months, the applicant is ineligible.

d. NAVET applicants who reach HYT in the current calendar year are ineligible for affiliation without a PERS-913 HYT waiver. Waiver requests must be submitted via NAVCRUITCOM N3.

Table 9.2 High Year Tenure Waiver Matrix

HIGH YEAR TENURE WAIVER MATRIX		
Paygrade (See Note 1)	Number of Years	Review Authority
E1/2	Less than	No review required
	3 less than 5	NAVTALACQGRU
	5 less than 6	PERS-913
	6 or more	Not Authorized
E3	Less than 6	No review required
	6 less than 9	NAVTALACQGRU
	9 less than 10	PERS-913
	10 or more	Not Authorized
E4	Less than 8	No review required
	8 less than 11	NAVTALACQGRU
	11 less than 12	PERS-913
	12 or more	Not Authorized
E5	Less than 16	No review required
	16 less than 19	NAVTALACQGRU
	19 less than 20	PERS-913
	20 or more	Not Authorized
E6	Less than 18	No review required
	18 less than 21	NAVTALACQGRU
	21 less than 22	PERS-913
	22 or more	Not Authorized
E7	24 or more	Not Authorized
E8	26 or more	Not Authorized
E9	30 or more	Not Authorized

Note 1: All waiver requests to PERS-913 will be submitted via NAVCRUITCOM N35.

Note 2: Personnel who are accessed with a temporary rate will have their HYT calculated using the temporary paygrade. Personnel accessed in a permanent rate will have their HYT calculated using their permanent paygrade.

e. Transfer from Drill Pay Status. Per BUPERSINST 1001.39, personnel who reach HYT are required to be transferred from drill pay status. Table 9.2 is not to be used as the basis for affiliation waivers but as an aid in computing the year in which an individual will reach HYT. Example: An E4 with 11 years of total service upon affiliation application will reach HYT three years later.

f. HYT and Mobilization. HYT status of a Ready Reserve member does not affect the member's availability for mobilization. They will be subject to mobilization authorities based on their assignment status at the time of mobilization (e.g., SELRES or IRR).

090308. NAVET Reduction in Rate. Members released from active duty or transferred to the IRR may request affiliation in a lower paygrade (reduction in rate) in order to meet Navy Reserve manning requirements. Per COMNAVRESFORINST 1001.5, applicants electing reduction in rate are required to sign NAVPERS 1070/613 Reserve Reduction in Rate. BUPERSINST 1430.16 must be reviewed for computation of time-in-rate (TIR). A voluntary reduction in rate will not be used to establish eligibility for an incentive bonus (if available) unless there are no recruiting reservations for the member's current rating and the rating is closed for recruitment.

a. Applicants are ineligible if reduction in rate would place them under HYT provisions per Article 090307.

b. E3 NAVETs. NAVETs in paygrade E3 (designated strikers) requesting removal of designator must sign NAVPERS 1070/613 Reserve Removal of Designator.

090309. Affiliation of Non-Drilling Reservist

a. Non-Drilling Reservists with Less Than 12 Months on Contract. Personnel having less than 12 months remaining on contract, or who must reenlist for program or GI Bill eligibility, must complete an entire NAVET enlistment application.

b. Voluntary Training Unit (VTU). The Navy Reserve Center assigns personnel to the VTU. When a member is approved for return to a pay status, the appropriate NAVTALACQGRU will adjudicate the application using the guidelines listed in subparagraphs 090309b(1) and 090309b(4).

(1) The NAVTALACQGRU will assign a reservation number for a local accession for E6 and below applicants with an available reservation number.

(2) The NAVTALACQGRU will forward a records review kit to NAVCRUITCOM for E6 and below applicants without an available reservation number. NAVCRUITCOM will liaison with NAVRESFOR (N1) as necessary.

(3) The NAVTALACQGRU will forward a records review kit to NAVCRUITCOM for E7, E8, and E9 personnel regardless of reservation availability. NAVCRUITCOM will liaison with NAVRESFOR (N1) as necessary.

(4) The items listed in subparagraphs 090309b(4)(a) and 090309b(4)(d) must be included in the application.

- (a) Recruiting Quality Assurance Sheet
- (b) NAVRES 1326/2 transferring the member to the VTU
- (c) NAVRES 1326/4 returning member to a pay status
- (d) NAVCRUITCOM approval documentation

090310. Reserve Affiliation Rating Requirements. All applicants affiliating via a change of rate must meet the requirements contained in chapter 5, section 6, exhibit 5-9. Applicants affiliating in the same rate must also meet the requirements contained in chapter 6, section 6, exhibit 5-9.

a. Rating Restrictions. Applicants may access into ratings requiring a Class “A” School without attending the applicable school but may be required to attend the school upon mobilization if they have not progressed in the rating beyond the training provided at the “A” School. Applicants must meet minimum eligibility requirements to attend Class “A” School as outlined in MILPERSMAN Article 1306-618 and must meet all other requirements for the specific rating as delineated in NAVPERS 18068, BUPERSINST 1430.16.

b. Performance (Typing) Tests. Temporary rating LN personnel must successfully complete performance testing in order to affiliate. The below guidelines apply:

(1) LN candidates may use word processing software in a regular typing mode but are prohibited from using features such as spell check, word wrap, or backspace. All LN applicants must type a minimum of 40 WPM.

(2) LN candidates may be administered the typing test by using a web-based service available at: www.speedtypingonline.com/typing-test.

c. Master-at-Arms (MA) Applicants. MA applicants for affiliation via rating conversion must meet the requirements established in chapter 5, section 6, exhibit 5-9, complete a PSSQ Screening per chapter 8, section 2, and the items listed in subparagraphs 090310c(1) and 090310c(8).

(1) Applicants must not be currently employed, full or part-time, as a private investigator or bail bondsman.

(2) Applicants must have no NJP or convictions in civilian or military courts in the three-year period preceding affiliation application. Personnel with repeated military offenses or convictions by civilian or military authorities for any offenses reflecting unfavorably upon their integrity are ineligible for affiliation. Personnel with domestic violence conviction(s) are ineligible. No waivers of this requirement are authorized.

(3) Applicants must hold a valid state driver's license. Applicants with a suspended license are ineligible.

(4) Applicants must exhibit verbal and written command of the English language. No speech impediments are allowed.

(5) Applicants must have no history of mental impairment or disorder, emotional instability, alcoholism, drug abuse, or any other condition that impairs the performance of law enforcement and security duties.

(6) Applicants must be in good physical condition and capable of sustained exertion, meet body composition standards, no documentation of being out of body composition standards within one year of the application date, and be fit for full duty.

(7) Applicants must have a minimum of 36 months obligated service remaining on their current enlistment from the conversion date for acceptance as MA.

(8) Applicants must be HSDG or HSG. No waivers of this requirement are authorized.

d. Application Procedures. All applications for affiliation via conversion to the MA rating must contain a letter of recommendation from a Limited Duty Officer (649X), Chief Warrant Officer (749X), or Master-at-Arms (E7 or senior) specifically stating that the applicant meets all MA-specific eligibility requirements. NAVTALACQGRUs that have none of the aforementioned individuals available for interviewing will have the NAVTALACQGRU CO interview the applicant and provide an endorsement. The NAVTALACQGRU COs endorsement must include a statement that no limited duty officers (649X), chief warrant officers (749X), or master-at-arms (E7 or senior) are available to conduct the required interview. Additionally, a complete physical examination must be included for verification of color perception and vision requirements.

e. Hospital Corpsman Specialties. Civilian trained and certified surgical technicians, radiology technicians, laboratory technicians, pharmacy technicians, and cardio-pulmonary technicians may be accessed if they meet the requirements listed in subparagraphs 090310e(1) and 090310e(6).

(1) Possess a current, valid certification in their respective field.

(2) Possess proof of training from an accredited institution.

(3) Provide two letters of recommendation from a civilian medical facility.

(4) A vacant billet must be available with the NEC for which the applicant is applying. NECs will be awarded upon approval from NAVCRUITCOM N3. NAVPERSCOM will assign the NEC once the member's gain is reflected IMAPMIS. The NAVPERS 1221/6 NEC Change Request, available in PRIDE Mod II, must be submitted with the kit.

(5) Under no circumstances will a technician be accessed into a general duty HM billet.

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

SAMPLE UNSATISFACTORY PARTICIPATION REAFFILIATION WAIVER

(Date)

From: Recruiter
To: Commanding Officer, Navy Talent Acquisition Group _____
Via: Navy Reserve Center (Where applicant will perform IDT)

Subj: REAFFILIATION WAIVER

Ref: (a) COMNAVRESFORINST 1001.5

Encl: (1) Copy of NAVRES Form 1326/2 or 1326/4 as appropriate
(2) Copy of DD Form 214

1. Enclosures (1) and (2) are forwarded. Authority to reaffiliate the below named individual is requested:

- a. Name:
- b. Social Security Number:
- c. Rate or rank:
- d. Primary Navy Enlisted Classification Code:
- e. Date last terminated from inactive duty training status:

Recruiter's Signature

(Date)

FIRST ENDORSEMENT

From: Commanding Officer, Navy Reserve Center _____
To: Commanding Officer, Navy Talent Acquisition Group _____

1. Requested waiver is recommended for approval/disapproval.

Navy Reserve Center CO's Signature

SAMPLE UNSATISFACTORY PARTICIPATION REAFFILIATION WAIVER

(Date)

From: Recruiter
To: Commanding Officer, Navy Talent Acquisition Group _____
Via: Navy Reserve Center (Where applicant will perform IDT)

Subj: REAFFILIATION WAIVER

Ref: (a) COMNAVRESFORINST 1001.5

Encl: (1) Copy of NAVRES Form 1326/2 or 1326/4 as appropriate
(2) Copy of DD Form 214

1. Enclosures (1) and (2) are forwarded. Authority to reaffiliate the below named individual is requested:

- a. Name:
- b. Social Security Number:
- c. Rate/rank:
- d. Primary Navy Enlisted Classification Code:
- e. Date last terminated from inactive duty training status:

Recruiter's Signature & Date

FIRST ENDORSEMENT

From: Commanding Officer, Navy Reserve Center _____
To: Commanding Officer, Navy Talent Acquisition Group _____

1. Requested waiver is recommended for approval/disapproval.

Navy Reserve Center CO's Signature & Date

SECTION 4
RESERVE COMPONENT RESERVATION CATEGORIES

090401. General

a. Bought and Not Attained (BNA) Reservation. BNA is used to hold a reservation for a short time period to allow for enlistment or affiliation. Only one reservation is authorized per applicant. BNA reservations for prior service (PS) applicants and active duty Sailors who commit to Reserve affiliation immediately upon EAOS (active to reserve integration [ARI]) will be cancelled after 60 consecutive days from the original reservation request.

Note: A bought reservation must be attached to an enlistment or affiliation package before final approval is obtained. Once approved, the applicant must be sworn in or affiliated with all enlistment or affiliation documents completed and uploaded into PRIDEMOD II, then the reservation can be flipped to Attained and not before.

b. Pending List. Used when a recruiter enters the applicant's information and the rate for which he or she is applying. In cases of a temporary or permanent rank and rate situation, the recruiter will enter the temporary rank and rate.

090402. Applicant Requirements. Applicants will meet the requirements listed in subparagraphs 090402a and 090402f prior to initiating a classification interview or executing a reservation:

a. Applicants will be informed of the rating and program reservation being requested via PRIDE Mod II and will be informed once the reservation request has been approved either in person or telephonically.

b. A complete enlistment or affiliation kit must be entered into PRIDE Mod II.

c. Applicants must have a complete, valid enlistment physical examination and have been determined to be "physically qualified".

d. All required waivers (excluding reserve waivers above the CO level) must be completed and documented on enlistment or affiliation documents before a reservation is made.

e. Applicants must be determined to be completely qualified in all respects for enlistment or affiliation in the rating or program being offered.

f. The NAVTALACQGRU EPO is responsible for tracking all reservations and ensuring abuse does not occur.

090403. Program Approval for SELRES Processing. Applicants requiring an eligibility determination must receive approval from the proper approving authority prior to approval for a specific program. Refer to Table 9.3 SELRES Processing Program Approval Matrix.

Table 9.3 SELRES Processing Program Approval Matrix

SELRES PROCESSING PROGRAM APPROVAL MATRIX	
Program	Approving Authority
RECORDS REVIEW – see requirements/waivers	
E6 and below with a reservation number	NAVCRUITCOM
E6 and below without a reservation number	NAVCRUITCOM
E7, E8, and E9 applicants	NAVCRUITCOM via BUPERS-32
NAVET – see program requirements/waivers	
Under USN contract with no change of rating (other than CT, IS, MA, IT, LN, SO, SB, ND, EOD, and RP applicants)	NAVCRUITCOM
CT, IS, MA, IT, LN, and RP applicants under USNR contract	NAVCRUITCOM via Appropriate PM
Discharged less than 6 years	NAVCRUITCOM
Discharged 4 or more years electing permanent paygrade	NAVCRUITCOM
CT, IS, MA, IT, LN, SO, SB, ND, EOD, and RP applicants	NAVCRUITCOM via Appropriate PM
Reduction in Rate	NAVCRUITCOM
NAVET INCENTIVE – see program requirements/eligibility determinations	
Eligible for NAVET Incentive	NAVCRUITCOM
HM and HMDA applicants discharged less than 4 years	NAVCRUITCOM
HM, and HMDA applicants discharged 4 or more years	NAVCRUITCOM
E-7, E-8, and E-9 applicants	NAVCRUITCOM via BUPERS-32
CT, IS, MA, IT LN, SO, SB, ND, EOD, and RP applicants	NAVCRUITCOM via Appropriate PM
E6 and below reduction in rate requests	NAVCRUITCOM
E7, E8, and E9, reduction in rate requests	BUPERS-32 via NAVCRUITCOM
NAVET ELAPSED TIME – see program requirements/eligibility determinations	
E6 and below applicants	NAVCRUITCOM
HM and HMDA field applicants	NAVCRUITCOM
E7, E8, and E9 applicants	NAVCRUITCOM via BUPERS-32
CT, IS, MA, IT, LN, and RP applicants	NAVCRUITCOM via Appropriate PM
PRISE –R – see program requirements/eligibility determinations	
Non-“A” School required ratings	NAVCRUITCOM
“A” School required ratings	NAVCRUITCOM via BUPERS-32
CT, IS, MA, IT, LN, SO, SB, ND, EOD, and RP applicants	NAVCRUITCOM via Appropriate PM
AWV	NAVCRUITCOM via BUPERS-32
OSVET – see program requirements/eligibility determinations	
Direct primary MOS, AFSC or Rating conversion applicants	NAVCRUITCOM
Non-direct conversion applicants	NAVCRUITCOM
CT, IS, MA, IT, LN, and RP applicants	NAVCRUITCOM via Appropriate PM
E6 and below reduction in rate requests	NAVCRUITCOM
E7, E8, and E9 reduction in rate requests	NAVCRUITCOM via BUPERS-32
E7, E8, and E9 applicants	NAVCRUITCOM via BUPERS-32
DPEP – see program requirements/eligibility determinations	
Non-“A” School required E4 and Below	NAVCRUITCOM
All other applicants	NAVCRUITCOM
CT, IS, MA, IT, LN, and RP applicants	NAVCRUITCOM via Appropriate PM
VTU	
IRR TO VTU for purpose of Mobilization	PERS-913 via NAVCRUITCOM
VTU to SELRES	See above NAVET REQ
IRR to VTU NON MOBILIZATION	Navy Reserve Center CO via NAVTALACQGRU

CHAPTER 10
DELAYED ENTRY PROGRAM

SECTION 1
PREPARATION FOR RECRUIT TRAINING

100101. General. All Future Sailors must be physically and mentally prepared to cope with the challenges of recruit training. All efforts to help the men and women in the DEP prepare for recruit training will provide dividends in the form of less RTC attrition and better Sailors in the fleet.

100102. Mental Preparation. Future Sailors must be mentally prepared for recruit training, both in terms of attitude and knowledge. Too many recruits, bewildered by the abrupt change in environment, become apathetic or hostile towards training and the Navy. This produces attrition of otherwise qualified men and women. Mental preparation begins with the 72-hour indoctrination and concludes with a final briefing with the Future Sailors just before they ship to RTC.

100103. Screening the Pool. Screening the DEP must be continuous, both for previously disclosed information as well as any new situation or disqualifying information that might arise while the Future Sailor is waiting to go to RTC. The DEP program is designed to provide continual contact between the Future Sailor and onboarding team member's for a variety of reasons. There is no more glaring indictment of a recruiter's, LPO, or LCPO's failure to carry out this responsibility than a previously undisclosed problem immediately preceding ship day. Any difficulties that might prevent a Future Sailor from shipping will be surfaced and confronted immediately so the command has an accurate picture of the requirements needed to make shipping goal.

100104. DEP Action Request (DAR). A DAR is used to notify the chain of command of any changes in Future Sailors status, regardless of how insignificant.

a. The individual identifying the need for a DAR will immediately notify the LPO or LCPO. The LPO or LCPO will immediately submit a DAR, via the chain of command, and a signed copy to the DEP Coordinator. Once required supporting documents, if needed, are collected forward the original DAR and supporting documents via the chain of command

b. Each member of the chain of command will act quickly on each DAR. In cases where a disposition cannot be recommended within two working days, indicate the status and plan of action in the comments section and forward without final disposition.

c. Under no circumstances will any action be taken on a Future Sailor until the Navy liaison office in the MEPS is in receipt of a signed and approved DAR.

d. All DARs directing DEP discharge must be approved by the NAVTALACQGRU commanding officer (or acting CO). All other DARs must be approved by the NAVTALACQGRU CO, XO, or EPO (by direction of the CO).

100105. Courtesy Shipping. Future Sailors may be unable to ship to RTC from the original MEPS they entered the DEP and request to courtesy ship. The procedures listed in subparagraphs 100105a and 100105d will be followed in these cases.

a. LPO, LCPO, or Onboarder must initiate a DAR up the chain of command requesting a courtesy ship.

b. The MEPS in which the Future Sailor will be shipping to RTC from must be documented with current phone number and address on the DAR. Additionally, the NAVCRUITSTA that will be providing support for the Future Sailor in the new location must be documented with phone number and name of LPO or LCPO on the DAR.

c. LPO or LCPOs must ensure all documents from the MEPS are uploaded in PRIDE Mod II as soon as the courtesy ship is approved by the NAVTALACQGRU. This must be done a minimum of 60-days prior to the Future Sailor scheduled accession date to allow enough time for the receiving Navy Liaison Office to properly ship the Future Sailor. LPO or LCPO must follow up with each MEPS and NAVCRUITSTA to ensure all documentation needed to ship is available and document all contacts in Salesforce. A courtesy ship does not release the LPO or LCPO of the responsibility to maintain contact with the Future Sailor.

d. The original NLO must ensure the PRIDE Mod II record is complete and a background investigation was properly submitted and in a Scheduled status. All BEERs documents must be valid, certified and uploaded in the record a minimum of 60-days prior to the Future Sailor scheduled accession date. The receiving NLO must project the Future Sailor to ship per procedures in paragraph 100205.

SECTION 2
POLICIES AND PROCEDURES

100201. Program and Information.

a. Definition. Delayed entry is the military status gained by an enlistment in which a service member's entry on active duty (ACDU) or IADT is postponed for up to one year. Members in a delayed entry status incur a military service obligation (MSO). Time spent in a delay status counts toward satisfying the MSO. Persons who enlist in the Ready Reserve under Title 10 U.S.C. 513 for the express purpose of agreeing to a subsequent enlistment in a regular component of the military services (e.g., USN programs) are in the DEP. Persons enlisted in DEP do not receive pay entry base date (PEBD) credit for time spent in DEP.

b. DEP Limits. Title 10 USC, Section 513 authorized all Services to enlist volunteers in DEP to a maximum of 365 days.

100202. Term of Enlistment. Enlistment of NPS applicants in the U. S. Navy Reserve is effective for a period of eight years. Enlistment of prior service applicants in the U. S. Navy Reserve will be for whichever is the greater number of years between the balances of their original six or eight year MSO, or for the number of years required by the program in which the USN enlistment is being made plus DEP/DER time. Subsequent discharge from DEP or DER and enlistment USN is for the period of years required for the program in which the USN enlistment is being made.

100203. Extension in DEP Beyond 365 Days

a. Extensions. As authorized in Title 10 USC, section 513 and by the Secretary of the Navy, NAVCRUITCOM N35 may grant DEP extensions in the DEP Program beyond 365 days up to an additional 365 days, for a total of 730 days in DEP.

(1) Authority to grant extensions for Future Sailors in the Nuclear Field and Warrior Challenge when awaiting security clearances, beyond 365 days up to 545 days in DEP may be delegated no lower than the NAVTALACQGRU CO.

(2) Authority to grant extensions beyond a total of 545 days in DEP may not be delegated lower than COMNAVCRUITCOM. Extensions may be considered only in cases where the DEP member cannot meet all requirements to access onto active duty prior to the 365th day. DEP extensions beyond the original 365 days are to be minimized to the appropriate period based on required time to meet eligibility requirements for enlistment and remains in the best interests of the Navy.

(3) 11S applicants joining in May, June, or July may be placed in DEP for up to 15 months. Once a ship date is established in PRIDE Mod II, no other extensions past 365 days of the original DEP date are authorized without an approved exception to policy from NAVCRUITCOM N35.

b. Requests. Nuclear Field and Warrior Challenge extensions in DEP beyond 545 days, or any extension beyond 365 days unrelated to security clearance eligibility, must be sent to COMNAVCRUITCOM N35 per current procedures. Authorization control numbers are available for extensions requiring COMNAVCRUITCOM approval by submitting an NAVCRUIT 1133/103 to NAVCRUITCOM N35. Include information concerning applicant's name, Social Security number, length of extension required, and extenuating circumstance necessitating the extension. NAVTALACQGRU CO must authorize each DEP extension by signing a DEP Action Request (DAR) when submitted by recruiting personnel indicating a roll-out is necessary.

c. Documentation. In all cases where an extension of DEP beyond 365 days has been authorized, an entry is required on the DD Form 1966 page 4 to document the reason for the extension and to annotate the NAVCRUITCOM authorization control number.

Note: When a Future Sailor is approved for a DEP extension, an updated DD Form 1966/1 will be provided to the MEPS reflecting in Item 19 Service Required Codes a "D" in position 54 and "E" in position 55.

100204. Change in Enlistment or Program Eligibility Not Requiring Separation

a. Eligibility Changes. Any change in eligibility for enlistment is viewed from a waiver standpoint. Changes that may be waived by NAVTALACQGRU commanding officer, NAVCRUITREG, NAVCRUITCOM, or Chief of Naval Personnel are processed accordingly. Changes that render the applicant totally ineligible for enlistment require that the applicant be processed for discharge from DEP per article 100206.

b. Marital or Dependency Changes. Changes in marital or dependency status while in DEP that do not render the applicant ineligible for enlistment, must be reflected in the PRIDE Mod II system and the documents listed in subparagraphs 100204b(1) through 100204b(5), as indicated.

(1) Dependency Application Record of Emergency Data (NAVPERS 1070/602).

(2) Record of Military Processing Armed Forces of the United States (DD Form 1966).

(3) Copy of marriage certificate, if applicable.

(4) Copy of divorce decree, if applicable.

(5) Copy of birth certificate(s), if applicable.

c. Program Eligibility. After being enlisted in DEP, a member must continue to meet all qualifications for the program in which he or she is enlisted in order to remain in DEP. A member who becomes disqualified for the program in which enlisted, must be reclassified into a

different program, or be administratively separated from DEP if no longer enlistment eligible or unwilling to accept an alternate program.

100205. Guidance for Recruit Travel via the GSA City Pair Program. The Navy liaison office will reliably project applicant shipping dates. Some City Pair seats may be limited. Additionally, late term changes may incur additional cost to the government and result in no recruit seats.

a. The Navy liaison Office will:

(1) Project each day, shippers thirty (30) calendar days out using USMIRS CN01 screen (projection), include destination in the remarks section.

(2) If a recruit enters the DEP and has a travel date less than thirty (30) calendar days from the current date, the service will immediately notify the MEPS Travel section to make a reservation.

(3) Alert the MEPS Travel section of cancelled shippers daily for immediate notification to the commercial travel office (CTO). Include the action to cancel the projection in USMIRS.

(4) Update projections in USMIRS daily. This includes making any changes to name, date and destination.

(5) Provide request for orders (RFO) to the MEPS Travel section five (5) business days prior to shipping.

b. Travel reservations are to be confirmed no later than three (3) business days prior to ship dates with the MEPS Travel section. Cancellation or changes after the ticket has been issued (within the three (3) business days prior to ship) will result in the Services incurring transaction fees.

100206. Policies and Standards for Administrative Separation of DEP Personnel

a. NAVTALACQGRU commanding officers may administratively separate (discharge) a member from DEP for the purpose of immediate enlistment or reenlistment in the Regular Navy. Neither a NAVPERS 1070/613 (Administrative Separation from Delayed Entry) nor a notification letter is required. Additionally, a waiver is not required following administrative separation solely for the purpose of immediate enlistment or reenlistment in the regular component.

b. Procedures for making program changes for persons in DEP without an administrative separation are provided in article 100204. Use them as the standard method. However, some situations such as transfers between an USN and an USNR program require an administrative separation. In such cases, NAVTALACQGRU commanding officers may administratively separate (discharge) a member from DEP followed by immediate enlistment or reenlistment to

implement a change of enlistment programs. Complete NAVPERS 1070/613 (Administrative Separation from Delayed Entry), using the optional entries pertinent to this type of transaction. A notification letter and a waiver are not required following administrative separation solely for the purpose of changing enlistment programs, although a waiver may be necessary in conjunction with eligibility requirements of the new program.

c. Commanding officers are authorized to administratively separate (discharge) a member on inactive duty in DEP if, before the start of ACDU or IADT, that member does not meet the qualifications for enlistment as prescribed by NAVCRUITCOM or the member undergoes a change in personal situation or attitude that justifies separation from DEP. An administrative separation under this provision is an uncharacterized Entry Level Separation (ELS). A member who is being separated from DEP for a reason other than basic enlistment eligibility disqualification must be counseled concerning opportunities in the Navy Reserve. The reasons for enlistment ineligibility may include but are not limited to:

(1) Any police involvement while in DEP resulting in confinement of more than 3 days, supervised or conditional probation, or parole requires a DEP discharge.

(2) Does not now meet dependency criteria.

(3) Does not now meet physical standards and an extension in DEP is not possible because of having reached maximum DEP time limit or additional DEP time within authorized limits is not considered appropriate.

(4) Indebtedness to a degree that the individual is considered a financial risk.

(5) Individuals who through their actions while in DEP demonstrate an attitude or personal traits that would indicate unacceptability for naval service (such as apathy or hostility). Changes in attitude that might prove to be detrimental to success of an individual in the Navy, as well as a burden on the Navy itself, are difficult to assess in purely quantitative means. This type of decision requires command judgment based on personal counseling of the DEP member.

(6) Unfavorable SAC or T3 investigation or unfavorable police record check information subsequent to DEP enlistment. A written report to Defense Security Service (DSS) is required for discharges in this category.

(7) DEP member becomes disqualified for the enlistment program for any reason (medical, moral, failure to graduate from high school, etc.) and declines alternate program for which qualified.

(8) DEP member for USN or USNR program refuses to access onto active duty as scheduled.

(9) DEP member whereabouts become unknown.

- (10) DEP member wants to pursue a four-year college education.
- (11) Concealment of prior service.
- (12) Personal hardship.
- (13) Religious training or appointment as an ordained minister.
- (14) Enlisted in another service.
- (15) Recruiting error.
- (16) Enlistment misunderstanding.
- (17) Presence of HIV (AIDS) antibody in blood detected by MEPS physical.
- (18) Parental consent is withdrawn for a 17-year-old DEP member.
- (19) Positive results on the MEPS drug and alcohol test (DAT)

Note 1: Threatening DEP member with possible disciplinary actions for failing to enlist or coercing DEP members to fulfill their contractual obligation contractual is inconsistent with the concept of the all-volunteer force (AVF). If a member of DEP refuses to ship, recruiters will not address the issue of possible disciplinary consequences for failure to report to active duty, nor will the DEP member be told that it is Navy policy to order or force an unwilling member to recruit training or to any other form of active or reserve duty.

Note 2: Recruiting Onboarders must inform their division Onboarding LCPO immediately whenever a DEP member is either unable or expresses intent of not fulfilling their contractual obligation for any reason. Once notified, the DLCPO has up to 48 hours to make contact with the DEP member to affirm the individual's desires, attempt to motivate (in a professional manner, free of coercion or intimidation), and notify the command of recommended action to satisfy the DEP member's desires. When DEP discharge is recommended, the CO may direct the immediate administrative separation of the member from DEP. The timeline from recruiting personnel notifying the DLCPO to the Commanding Officer's direction to DEP discharge a DEP member will not exceed 72-hours. A DAR, documenting DEP discharge, and a copy of the Administrative Separation Letter must be placed in the member's PRIDE Mod II residual file.

Note 3: Recruiting personnel will exercise sound judgment in their dealings and actions with DEP members declining enlistment to prevent them from feeling intimidated or coerced. This includes directing DEP members to travel beyond their hometown to facilitate a face-to-face meeting with recruiting supervisors for the purpose of discussing their reason(s) for declining to access onto active duty.

d. Canceling Personalized Recruiting for Immediate and Delayed Enlistment (PRIDE Mod II) Reservations.

(1) PRIDE Mod II reservations must be cancelled as soon as it is documented that an individual cannot meet the scheduled shipping cycle for the reservation currently held. This policy applies to situations where a DEP member is being rescheduled for another reservation as well as in cases where the member is going to be administratively separated from DEP. Holding a reservation is only necessary until the actual ship date when there is some doubt that a potential or expected applicant may meet the date. Such exceptions might include:

(a) A member who cannot be located but may still return to fulfill the contract.

(b) A member who has an apparent disqualifying medical condition but has not been permanently disqualified by the MEPS doctor or is undergoing private medical treatment to correct a disqualifying condition.

(c) A member who has taken action, legal or otherwise, to reverse a decision to discharge him or her from DEP.

(2) The objective of canceling PRIDE MOD II reservations at the earliest opportunity is to make seats available for use in a time frame when they can be used rather than tie them up too late to provide reasonable opportunity for reassignment. In some situations, retaining the reservation may be necessary to preclude legal entanglements when an expected member has not reached the point where final disqualification factors have been documented or when there is a prospect of counter discharge action on the part of the member.

(3) No precise guide addresses when to make an administrative separation for every case. The commanding officer, NAVTALACQGRU has DEP discharge authority and must review the justification for discharge. The commanding officer cannot delegate DEP discharge authority. The general rule is to discharge with minimum delay after reaching the decision for discharge. The reservation could be cancelled immediately following the decision even if administrative paperwork is not completed.

100207. Procedures for Separation of DEP Personnel. NAVTALACQGRU COs will separate individuals under the procedures listed in subparagraphs 100207a(1) and 100207a(2).

a. Instructions Concerning Notification

(1) Deliver the NAVPERS 1070/613 (Administrative Separation from Delayed Entry) personally to the respondent or send by first class mail. Reasonable effort should be made to furnish a copy to the member through personal contact by a representative of the command (normally recruiter of record unless transferred, on leave, or otherwise unavailable).

(2) The notice must state the member was administratively separated and the reason for the action. An Entry Level Separation is an administrative separation without characterization of service.

b. Service Record Remarks. On NAVPERS 1070/613 Administrative Remarks enter

(1) The reason for separation.

(2) That the individual is not recommended for reenlistment because of the reason for discharge.

(3) The length of time spent in DEP.

(4) That the individual will not reenlist without NAVTALACQGRU CO approval, (see NAVPERS 1070/613 (Administrative Separation from Delayed Entry) for sample NAVPERS 1070/613 entry).

Note: This NAVPERS 1070/613 serves as a separation document in the case of personnel administratively separated from DEP. Distribute copies as indicated in subparagraphs 100207b(4)(a) through 100207b(4)(d).

(a) Original and 2nd copy - DEP member's service record.

(b) 1st copy - DEP member being separated.

(c) 3rd copy - NAVTALACQGRU residual file.

(d) 4th copy - To MEPS, to be filed in examination records folder

c. Caution. Do not use the Certificate of Release or Discharge from Active Duty (DD Form 214) or reenlistment recommendation codes (RE-codes) in conjunction with an administrative separation from DEP.

d. MEPS Notice. The Military Entrance Processing Station (MEPS) liaison petty officer will submit a NAVPERS 1070/613 to the MEPS operations officer as official notification of administrative separation and to note the date and reason for separation using the codes in table 10.1.

Table 10.1 Reason for Discharge

REASON FOR DISCHARGE	CODE
Medical Disqualification-EPTS	ZAA
Medical Disqualification-Non-EPTS	ZAB
Pregnancy	ZAC
Death	ZAD
Moral Disqualification-EPTS	ZBA
Moral Disqualification-Non/EPTS	ZBB
Apathy/Personal Problem	ZBC
Refused to Enlist-Separate Action Initiated	ZBD
Did not Report on Date Scheduled for Active Duty- Separate Action Initiated	ZBE
Concealment of Prior Service	ZBF
Dependency Disqualification	ZCA
Marriage	ZCB
Personal hardship	ZCC
Failure to graduate from high school	ZDA
Pursuit of higher education	ZDB
Religious training or appointment as an ordained minister	ZDC
Enlisted in another service	ZEA
Recruiting error	ZEB
Enlisted misunderstanding	ZEC
No longer qualified for option and declines alternate Temporarily disqualified through loss of original	ZED
option and declines alternate	ZEE
Enlistment into another component of the same service	ZKC
Other reason	ZFA
For MEPCOM use only	ZZZ

e. Records. Residual files of individuals DEP discharged will be retained in PRIDE Mod II for a period of five years from the date of DEP discharge.

f. Administrative Separation from Delayed Entry (Administrative Remarks, NAVPERS 1070/613) is not an annex to DD Form 4 and must be prepared under Article 100207. Signature of commanding officer is authorized by direction authority.

100208. Separation of Enlisted Personnel Immediately After the Swearing-in-Ceremony. When an erroneous, fraudulent, or void enlistment is detected immediately after the swearing-in ceremony at the MEPS, take the action listed in subparagraphs 100208a through 100208c.

a. The MEPS commander revokes any travel order issued assigning the individual to recruit training or other assigned command, and issues an order assigning the individual to the sponsoring NAVTALACQGRU for appropriate entry level separation (ELS) or discharge processing.

b. The commanding officer, NAVTALACQGRU notifies the individual of the erroneous, fraudulent, or void enlistment, and executes an administrative separation. The (NAVPERS 1070/613) administrative separation for failure to ship to RTC will be completed, and a copy provided to the individual. The NAVTALACQGRU will inform MEPS of the individual's administrative separation when completed.

c. The NAVTALACQGRU CO will ensure the individual's PRIDE Mod II record is changed to reflect "unconfirmed" and cancel the individual's reservation for failure to ship to RTC.

100209. Enlistees Unable To Go To Recruit Training for Medical Reasons. The procedures listed in subparagraphs 100209a and 100209c apply when an enlistee who has entered on active duty at a MEPS and subsequently is unable to transfer to recruit training for medical reasons:

Note: Under no circumstances will the PRIDE Mod II reservation be cancelled for individuals covered under this sub-section.

a. Before shipping, the new service member is briefed on what to do in case of a medical emergency. This briefing includes who to contact in an emergency, so that the Navy can ensure the new member receives quality medical care and the member's family is promptly notified and kept up to date on the member's condition.

b. If an enlisted member incurs a medical emergency or incapacitation after the swearing-in ceremony at the MEPS, take the action listed in subparagraphs 100209b(1) and 100209b(4).

(1) If the illness or medical problem can be resolved within 24 hours and does not require hospitalization, the MEPS commander informs the appropriate NAVTALACQGRU commanding officer, modifies the member's original orders, and transfers the individual to RTC.

(2) If the illness or medical problem cannot be resolved within 24 hours and does require hospitalization, the MEPS commander revokes any travel orders issued assigning the individual to recruit training and informs the appropriate Commanding Officer, NAVTALACQGRU of the medical emergency or problem.

(3) If the illness requires hospitalization, the MEPS Commander notifies the appropriate commanding officer, NAVTALACQGRU and issues orders transferring the member to the responsible NAVTALACQGRU. The commanding officer, NAVTALACQGRU is responsible for ensuring the applicant is medically provided for until he or she arrives at RTC. To do this, the CO:

(a) Notifies the Geographic Medical Command (Officer of Medical Affairs) having responsibility for the area in which the member is hospitalized.

Note: Geographic Medical Command phone numbers and their areas of responsibility are provided in COMNAVMEDCOMINST 6320.3.

(b) Submits the necessary personnel casualty report per MILPERSMAN 1770-010.

(c) Ensures that RTC is contacted.

(d) Coordinates with supporting PSD, to ensure member's pay record is established and that orders will be available upon release from the hospital.

(4) The Geographic Medical Command:

(a) Designates the naval medical facility (NMF) responsible for the individual.

(b) Notifies all commands concerned of the patient's status.

(c) Directs disposition of the patient's service record.

c. Immediate notification to the Geographic Medical Command will ensure proper disposition of the hospitalized individual's records and ensures that proper monitoring of patient's condition is maintained by Navy Medical Authority. The Geographic Medical Command:

(1) Designates the naval medical facility (NMF) responsible for the individual.

(2) Notifies all commands concerned of the patient's status.

(3) Directs disposition of the patient's service record.

100210. Injury or Death of Personnel in DEP

a. Injury or Illness

(1) Personnel in Navy recruiting DEP are in naval reserve category "L" which is non-pay, non-participating, Individual Ready Reserve (IRR). Because Navy DEP members in this category are not performing inactive duty training (drills) or active duty for training, they are not entitled to medical or dental care under NAVMEDCOMINST 6320.3 because they are not in a duty status.

(2) DEP members who suffer injury or acute illness while awaiting or undergoing processing at Navy and Marine Corps facilities or MEPS may be furnished emergency hospitalization for that injury or illness under NAVMEDCOMINST 6320.3, which covers applicants for enlistment or reenlistment in the armed forces, and applicants for enlistment in the RCs.

(3) Per NAVMEDCOMINST 6320.3, DEP members injured while participating in supervised DEP physical exercise programs, including the initial fitness assessment (IFA), physical readiness test (PRT) and physical screening test (PST), may use naval medical and dental facilities when granted Secretary of the Navy designee status. These members may not be authorized to use civilian health care under the TRICARE program. Requests for consideration as a potential designee will be submitted to Chief, Bureau of Medicine and Surgery (MED 311) via NAVCRUITCOM N32. Include sufficient information concerning the injury and the circumstance under which the injury occurred to show cause for approval. The Secretary's discretionary authority is exercised most conservatively; favorable action is usually taken on requests involving instances wherein the treatment is in the best interest of the patient, the Navy, and the government. The mere need of medical care alone will not support approval of such a request.

(4) A DEP member who becomes permanently, non-physically qualified as a result of such injury or illness must be administratively separated from DEP as not eligible for active duty. If a DEP member is only temporarily non-physically qualified for active duty with a definite expected date of being fully qualified, then refer to Article 020810.

(5) If there is enough doubt concerning the recovery of an injured or ill DEP member to full physical eligibility, the person will be separated from DEP with the prospects of reentry into DEP when the individual's condition warrants. This procedure will avoid holding reservations based on questionable availability of the enlistee.

b. Death. Per MILPERSMAN 1770-040, when a Future Sailor dies, the CO, NAVTALACQGRU must send a personal casualty report (PCR) per MILPERSMAN 1770 - 030 to OPNAV N135C with copies of the PCR to NAVCRUITCOM N32 and NAVCRUITREG. The NAVTALACQGRU commanding officer will prepare and send a letter of condolence to the next of kin of the deceased. Notify the MEPS senior classifier as soon as possible to cancel the PRIDE Mod II reservation. Persons who die while in DEP are not eligible for death entitlements. Notify NAVCRUITREG and NAVCRUITCOM upon completion of PCR and letter of condolence, via email.

SECTION 3
REENLISTMENT OF FORMER DEP PERSONNEL

100301. Reenlistment of Former DEP Personnel

a. Criteria. A person who has been administratively separated from DEP (any service) can be reenlisted in DEP or directly accessed, provided the applicant currently meets all enlistment eligibility criteria and provided the reason for separation from DEP is not a factor that will preclude reentry into the service. If the applicant's separation documents are not available, not explicit in describing the cause for separation, not readily available, or if time is limited, use the following procedures: telephone for the information, but record identity of persons and commands involved in the verbal transaction in the waiver statement signed by the Commanding Officer, NAVTALACQGRU.

DD Form 1966, section VI, remarks, waiver approval entry:

(Date): The following information was obtained telephonically between (name of persons and commands involved in verbal transaction): (applicant's name), (SSN) was separated due to (reason for separation) on (date of separation) under separation authority (separation authority and article number) with (number) of days in DEP.

(Signature of Approving Authority)

b. Prior Service. Applicants whose last military status was in DEP, and who were categorized as prior military service before the recent DEP period, must be processed under the pertinent prior service guidance in chapters 5 and 6. Applicants whose only military affiliation was in DEP (or who were classified as non-prior service before the recent DEP), are to be processed under the pertinent non-prior service guidance contained in this manual. Such processing is subject to approval by the NAVTALACQGRU CO regarding the DEP separation and is to be accomplished via a CO's enlistment eligibility determination. Such determination approval is to be documented on the DD Form 1966.

c. MSO and PEBD Credit. Individuals administratively separated (discharged) from DEP for any reason, including for immediate reentry into another component will not receive credit towards MSO, if eligible, for time in delay status if they later reenlist in DET or as a direct accession. Any future enlistment or appointment of such persons is treated as an original entry into military service and establishes a new start date for computing MSO and maximum allowable time in DEP.

100302. Procedures upon Enlistment USN

a. Police Checks and Physical Exam. New police record checks or a complete physical examination are not necessary unless there is a change in either civil involvement, physical

condition, or more than 24 months has elapsed since date of initial completed physical examination. A new physical examination may also be given if deemed appropriate by the recruiting activity or MEPS.

b. Review of Documents. The DEP enlistee will be required to review DD Form 2807-2 immediately prior to enlistment USN.

100303. Delayed Entry Program Enlistments Outside of MEPS. NAVTALACQGRU CO may authorize DEP enlistments under this chapter.

a. Ceremony. In all cases, enlistments will be made with the United States of America flag prominently placed. The enlistment oath is administered by a commissioned officer who must indicate the grade, branch of service and capacity in which he or she is serving at the time of administering the oath after signing DD Form 4.

b. Physical Exam. Enlistment will not be effected until the applicant has been determined to be physically qualified for enlistment by a MEPS-administered medical examination. Enlistments must be made within 30 days of the physical examination or inspection.

c. Eligibility Requirements. Applicants enlisted in DEP under this paragraph must meet all enlistment eligibility requirements listed in chapter 2 and 3 in addition to those qualifications listed in chapters 5 and 6 (for NAVETs and OSVETs).

d. Documents. All forms and documents in connection with a DEP enlistment must be completed as required in chapter 4. Forms and documents must be uploaded into PRIDE Mod II immediately following administering the oath of enlistment. A copy of the DD Form 4 and DD Form 1966/1 must be turned the MEPS Control Desk within 3-working days following the administration of the oath of enlistment.

100304. MEPS Procedures for Handling Discharge from DEP or For Enlistment with another Service. If the MEPS is aware that an applicant is in the DEP of one service and is processing for the DEP or active enlistment of another service, MEPS will stop processing until such time as the first service provides the proper documentation to MEPS indicating that the applicant has been discharged from their DEP. In situations such as these, the MEPS will notify both service representatives concerned so that the matter can be resolved expeditiously.

100305. Procedures to Change Enlistment Programs before Starting Active Duty or Active Duty for Training and Departure for RTC

a. General Procedures. Persons in DEP may change enlistment programs provided the decision to do so is mutually agreed upon to be in the best interests of the applicant and the Navy, and provided the applicant is qualified for the desired program. Changes between regular and RC programs are made by an administrative separation followed by immediate reenlistment in DEP for the new program. Program changes within the same reserve or regular component

accession path can be made with appropriate administrative adjustments to the contract without resorting to administrative separation solely for the purpose of changing programs.

b. Telephonic Reclassifications

(1) Telephonic reclassifications are authorized, however in-person is the preferred method.

Note: For component changes (e.g., USN to USNR or USNR to USN), the Future Sailor must be present at MEPS; telephone interviews are not authorized (component changes are not a reclassification).

(2) For all “roll-outs,” the commanding officer, executive officer or the EPO (with by direction letter or when the CO and XO are not present) decides whether or not an applicant will be rolled out. This rule applies whether or not the applicant is present at MEPS. A DAR must be completed, approved, and placed in the Future Sailor’s PRIDE Mod II residual file.

(3) Upon receipt of the approved DAR, the EPDS will direct the classifier to conduct a telephonic reclassification, if the Future Sailor is not present at the MEPS.

(4) The classifier calls the recruiting onboarder to set-up an appointment for the telephonic interview (preferably the Future Sailor will be at the NRS or in person at the MEPS).

(5) The recruiting onboarder calls the classifier at MEPS to conduct an interview with the Future Sailor.

(6) If the Future Sailor’s program changes, the classifier will do the items listed in subparagraphs 100305b(6)(a) and 100305b(6)(b).

(a) After obtaining a new reservation in the PRIDE Mod II System.

(b) Archive the old annex in PRIDE Mod II. (If the Future Sailor has a paper residual record, the classifier must mark the old annex as indicated in subparagraph 100305b(6)(b).

(Date): Annex () is superseded by Annex ().

(Signature of classifier)

(c) Prepare the new annex and update the appropriate sections of DD Form 1966. Electronically transmit the new annex via PRIDE Mod II to the Navy recruiting station.

(7) The recruiting onboarder will log into PRIDE Mod II and have the Future Sailor read and biometrically sign the new annex. The recruiting onboarder will then electronically transmit

(using the same method as mentioned above) the signed annex to the classifier. The classifier will CAC sign the annex and save the annex into the applicant's PRIDE Mod II active service record under the Forms and Documents tab. Do not cancel original reservation without the Future Sailor's acknowledgement and consent. Ensure all newly signed annexes are received and correct prior to cancelling the old reservation. "Force buys" executed by NAVCRUITCOM N32 (PRIDE Shop) automatically cancel the old reservation. In these instances the new annex must be generated, signed and returned to the classifier on the same day.

(9) If the applicant has an USN program, DD Form 4, page 3, block 20a, must be updated to reflect the new annex (e.g., "annex B replaces annex A").

(10) In all cases, both the new and old annexes are retained in the applicant's PRIDE Mod II record.

(11) To ensure integrity of the DEP pool, the commanding officer and EPO should monitor PRIDE Mod II reports to ensure that each applicant who has been "rolled out" was authorized.

(12) If the applicant's accession date is the only change, the classifier updates the applicable sections of DD Form 1966 with the new accession date information.

c. Changes between Regular and Reserve Components. The procedures listed in subparagraphs 100305c(1) through 100305c(3) are applicable for changing enlistment programs between regular and RC programs (such as, crossover between USN 4/5/6YO to a USNR NAT, FTS or vice versa).

(1) Cancel the PRIDE Mod II reservation for the old program. This is an attrite from the respective component.

(2) Prepare a NAVPERS 1070/613 (Administrative Separation from Delayed Entry), then forward and coordinate with MEPS to document the termination of the current contract.

(3) Build a new enlistment kit. Forms and documents for the previous kit may be used. Reenlist the member in the "new" component and program with a new DD Form 4 and archive the old DD Form 4.

d. Changes within Same Component Path. The procedures listed in subparagraphs 100305d(1) through 100305d(5) are applicable for changing enlistment programs within the same Reserve or Regular component accession path (such as, change from 4YO to 5YO USN enlistment; change from NAT to FTS "A" School):

(1) The Future Sailor should be present at MEPS for a face-to-face interview with the classifier. If this is not possible, then the classifier must contact the recruiting onboarder to arrange a telephonic interview (preferably the Future Sailor will be at the NRS).

(2) If the Future Sailor's program changes, the classifier will do the listed in subparagraphs 100305d(2)(a) through 100305d(2)(c).

(a) After obtaining a new reservation in the PRIDE Mod II System, cancel the old reservation.

(b) Archive the old annex in PRIDE Mod II. (If the Future Sailor has a paper residual record, the classifier must mark the old annex as indicated in subparagraph 100305b(6)(b).

(Date): Annex () is superseded by annex ().

(Signature of classifier)

(c) Prepare the new annex and update the applicable sections of DD Form 1966. Ask the Future Sailor to read and sign the new annex.

(3) If the Future Sailor has a USN program, DD Form 4, page 3, block 20a, must be updated to reflect the new annex (e.g., annex B replaces annex A).

(4) In all cases, both the new and old annexes must be retained in the applicant's PRIDE Mod II record.

(5) To ensure the integrity of the DEP pool, the commanding officer and EPO should monitor PRIDE Mod II reports to ensure that each applicant who has been rolled out was authorized.

CHAPTER 11
AFTER THE SALE

SECTION 1
GENERAL

110101. Applicant Briefing. Recruiting personnel must brief all applicants for enlistment on Navy life, especially what they can expect during the early recruit training phases. In addition, recruiters will show all applicants the films *Faces of Boot Camp*, *Recruit Training – The Beginning*, *Zero Tolerance*, *Drug Testing in Navy Boot Camp*, and *Mutual Respect*. These are excellent aids for conditions to be expected during the early training phases.

a. Re-enlistees. Recruiters will also show the film *Zero Tolerance* to prior service applicants before reenlistments. This film, approximately six minutes in length, provides a brief look at the Navy's drug policy and the reasons why drug use is not tolerated in the Navy.

b. Non U. S. Citizens. Non U. S. citizen applicants (permanent resident aliens) will be briefed about the expeditious processing of requests to become naturalized citizens with the United States Citizenship and Immigration Services (USCIS) that results from service in the U. S. military. Non U. S. citizen service members may become naturalized citizens within their first year of honorable service, provided they maintain all other USCIS eligibility requirements. The naturalization process normally takes up to five years for permanent resident aliens without U. S. military service.

Note: There is currently no requirement for a Navy service member to become naturalized for retention or continued service.

110102. Immunization Records. To prevent unnecessary immunizations at RTC, new recruits must bring documentation on any immunizations received since birth.

a. Acceptable forms of documentation include yellow "shot cards," letters from physicians on letterhead stationery, and copies of medical records from school health programs, doctors' offices, clinics, hospitals, emergency rooms, or a completed immunization form as indicated below.

b. Recruiting Onboarders must advise new recruits that if they do not provide proof of current vaccinations, they will receive the following vaccinations at RTC: measles, mumps, rubella (MMR); polio; yellow fever; and diphtheria-tetanus (DT or DPT), Hepatitis A, Hepatitis B, Meningococcal, COVID-19, and Gardasil.

c. Immunization information for Navy recruit training.

(1) Recruiters will request applicants provide a copy of their immunization record with their school transcript or diploma. When received, attach the immunization record to the

applicant's DD Form 2807-2 Accession Medical Prescreen Report, prior to enlistment on active duty. The immunization record is not required for processing through MEPS or enlistment into the Delayed Entry Program.

(2) Should the applicant fail to provide a copy of their immunization record prior to enlistment, make the following entry in Section VI, Remarks, of the DD Form 1966: "Immunization record not available from school, health programs, doctor's offices, clinics, hospitals, or emergency rooms."

110103. Zero Tolerance Policy. Recruiting Onboarders will thoroughly brief each new recruit on the Navy's Zero Tolerance Policy. Inform the enlistee that urinalysis drug testing takes place within 24 hours of arrival at RTC and must stress that a positive urinalysis will result in immediate discharge.

110104. Training Period (RTC). Recruit training is the period when the recruit adjusts to the Navy life. Advise new recruits that the training is rigorous and designed to test the recruit's ability and motivation to become a member of the Navy team. Those who do not meet the stringent Navy standards will be discharged. Discharge for fraudulent enlistment can result if information not disclosed during the recruiting process is revealed at a later time.

a. New recruits must realize and understand that Navy life requires discipline and adherence to regulations and that these requirements are necessary for the well-being of the individual as well as the group as a whole.

b. Encourage new recruits to ask questions, read and understand everything they sign during the recruiting process and while at RTC.

c. Each new recruit must understand that graduation from boot camp may be delayed for various reasons, including illness, academic failure, emergency leave, disciplinary problems, lack of motivation, or failure to meet minimum swimming and physical training requirements.

110105. Additional Information for New Recruits

a. Additional Training. All recruits not attending Class "A" School immediately following recruit training will remain for four additional weeks of Seaman or Airman Apprentice Training.

b. Life Insurance. Encourage applicants for enlistment and reenlistment who have either U. S. Government National Life Insurance or commercial life insurance policies to retain these policies until they can be adequately informed of their rights under the Serviceman's and Veteran's Survivor Benefits Act. Applicants and their parents must be advised that the Navy does not sell insurance or endorse any commercial insurance company. Therefore, the enlistee must be careful in obtaining insurance before receiving full information on the rights of the enlistee under the aforementioned Act. This information is normally provided at the indoctrination training schools or can be obtained at the first permanent duty station.

c. Identity Documents. When shipping to RTC, Future Sailors must possess two identity documents in original form as proof of identity for initial ID card issuance. Per applicable law, at least one of the two identity documents will be a valid (unexpired) state or federal government issued picture ID. The state or government issued picture ID cannot expire within 90 days of shipping to RTC. The requirement for the primary identity document to have a photo cannot be waived for initial ID card issuance, consistent with applicable statutory requirements. Refer to Table 11.1 Source Documents for Initial ID Card Issuance for a list of acceptable primary and secondary source documents for initial ID card issuance.

Table 11.1 Source Documents for Initial ID Card Issuance

SOURCE DOCUMENTS FOR INITIAL ID CARD ISSUANCE	
<u>PRIMARY IDENTITY SOURCE DOCUMENT</u> (unexpired)	<u>SECONDARY IDENTITY SOURCE DOCUMENT</u> (a secondary source document may be from the list of primary source documents)
U.S. Passport	U.S. Social Security Card.
Permanent Resident Card (I-551)*	Original or certified copy of a birth certificate issued by a state, county, municipal authority, possession, or outlying possession of the U.S. bearing an official seal.
Employment Authorization Document containing a photograph (I-766)	
Driver's license or an Identification card issued by a state or possession of the United States (must contain photograph)	
U.S. Military dependent's ID card	Certificate of U.S. Citizenship (Form N-560 or N-561).
Personal Identity Verification (PIV) card	Voter's registration card.
* *Shippers with an expired 10 year I-551 card must bring their original expired 10 year I-551 card and the I-797 showing the expiration date has been extended to at least 90 days from the date of reporting to RTC. Additionally, they must bring an <u>additional unexpired primary identification document</u> in order to be issued a CAC card for training.	Certificate of Naturalization (Form N-550 or N-570).
	U.S. Citizen ID card (Form I-197).
	Identification Card for Use of Resident Citizen in the United States (Form I-179).
	Certification of Birth Abroad or Certification of Report of Birth issued by the Department of State (Form FS-545 or Form DS-1350)

d. Transportation. MEPS will arrange transportation to RTC Great Lakes. Future Sailors primary identification documents must comply with the REAL ID Act when policy is enacted. New recruits' luggage is their responsibility and they must personally carry it aboard the plane, train, or bus. Transportation from airlines, train, or bus terminal to RTC is handled as follows: New recruits arriving at O'Hare International Airport are taken to RTC via NAVTRANS bus. The bus service begins at 0755 and runs until 2215 Monday through Friday, with buses leaving approximately every two hours. The service runs from 0755 to 1625 on Saturdays. New recruits arriving after regular bus service hours (or at any time at the train or bus terminals) must go to the USO to arrange transportation.

Note: Future Sailors taking personal hygiene products to RTC must be made aware of TSA regulations restricting liquids to 3 oz. and no aerosol products or gels. All 3 oz. liquid containers must be inside 1 one gallon zip type bag.

e. Fraternization. Advise a new recruit that once they arrive at RTC, there is no talking or socializing between the sexes. Any recruit that breaks this rule may be set back two weeks in training.

110106. Specific Information for Male Recruits. Because storage space is extremely limited at RTC, instruct recruits to limit the amount of personal effects brought with them and to keep luggage to a maximum of one small gym or travel bag. Advise recruits reporting during winter months (October through April) to wear warm outer clothing. Counsel recruits that during in-processing they will be required to mail any item not listed in subparagraphs 110106a through 110106p, with their excess civilian clothing and personal effects, to their home at their own expense or donate them to charity. Personal items and clothing will not be stored at RTC. In addition to the clothing worn on the trip, recruits may also bring:

a. One pair of prescription glasses (most recent pair) and reading glasses. Recruits are not allowed to wear contact lenses during recruit training. If only contact lenses are worn (e.g., a recent pair of glasses is not available), the recruit may wear the contact lenses to RTC and bring a contact lens case with a small bottle of solution for cleaning, disinfecting, and storage. Military glasses will be issued during the first few days of in-processing and contact lens wear will no longer be permitted.

b. Money - maximum of \$50

c. Light sweater or jacket for winter months

d. Completed Direct Deposit Sign-Up (Standard Form 1198A)

e. Check book and ATM card

f. Photo Identification or driver's license

g. Two pairs of clean socks

h. Prescription drugs with identifying prescription labels

i. Small bible

j. One pair of athletic footwear (running shoes) if size 5 or smaller or 17 or larger or greater than EE in width. No high top running shoes.

k. Social Security card

- l. Two pair clean underwear
- m. One pre-paid calling card

Note: At a designated time, recruits will be sent to the dispensary at RTC for medical evaluation.

n. Additional Items to Bring, if Applicable

- (1) Immunization Record
- (2) Small address book
- (3) Jewelry (limit to wedding ring, watch, religious medallion)
- (4) Retainers with case
- (5) Passport
- (6) Credit cards

o. Family Papers. Advise new recruits to bring copies (not originals) of their marriage certificate, dependents' birth certificates, photo identification, and proof of dependents' social security numbers, in order to properly enroll dependents into DEERS. This can be accomplished by certified copies of their dependents' social security cards or any Social Security Administration issued document with the dependent's social security numbers on it. This is a shipping requirement. Shipping without verification of dependents' social security numbers is not authorized. These documents will be scanned into RAPIDS at RTC and are necessary to register allotments. Recruits must also bring copies of court decrees pertaining to alimony and child support. Additionally, if either the wife or husband has been previously divorced, a certified copy of divorce documents is required.

p. Alien Papers. Advise alien recruits to bring a copy of their certificate of entry.

q. Male Hair. Keep hair neat, clean and well groomed. Hair above the ears and around the neck will be tapered from the lower natural hairline upwards at least 3/4 inch and outward not greater than 3/4 inch to blend with hair-style. Hair on the back of the neck must not touch the collar. Hair will be no longer than four inches and may not touch the ears, collar, extend below eyebrows when headgear is removed, show under front edge of headgear, or interfere with properly wearing military headgear. The bulk of the hair will not exceed approximately two inches. Bulk is defined as the distance that the mass of hair protrudes from the scalp. Hair coloring must look natural and complement the individual. Faddish styles and outrageous multicolored hair are not authorized. The unique quality and texture of curled, waved, and

straight hair are recognized, and in some cases the 3/4 inch taper at the back of the neck may be difficult to attain. In those cases hair must present a graduated appearance and may combine the taper with a line at the back of the neck. Varying hairstyles, including afro, are permitted if these styles meet the criteria of maximum length and bulk, tapered neck and sides, and do not interfere with properly wearing military headgear. Plaited or braided hair will not be worn while in uniform or in a duty status. Keep sideburns neatly trimmed and tailored in the same manner as the haircut. Sideburns will not extend below a point level with the middle of the ear, will be of even width (not flared) and will end with a clean shaven horizontal line.

r. Shaving and Mustaches (Men). The face will be clean shaven unless a religious accommodation has been granted per chapter 2 sec 020101. Mustaches are authorized but will be kept neatly and closely trimmed. No portion of the mustache will extend below the lip line of the upper lip. It will not go beyond a horizontal line extending across the corners of the mouth and no more than 1/4 inch beyond a vertical line drawn from the corner of the mouth. The length of an individual mustache hair fully extended will not exceed approximately 1/2 inch. Handlebar mustaches, goatees, beards or eccentricities are not permitted. If a shaving religious accommodation is approved, no facial or neck hair will be shaved, manicured, styled or outlined nor exceed 1/4 inch in length.

110107. Specific Information for Female New Recruits. Because storage space is extremely limited at RTC, instruct new recruits to limit the amount of personal effects brought with them, and keep luggage to a maximum of one small gym or travel bag. Advise new recruits reporting to RTC during winter months (October through April) to wear warm outer clothing. Counsel new recruits that during in-processing they will be required to mail any item not listed in subparagraphs 110107a through 110107p, with their excess civilian clothing and personal effects, to their home at their own expense or donate them to charity. Personal items and clothing will not be stored at RTC. In addition to the clothing worn on the trip, new recruits may also bring:

a. One pair of prescription glasses (most recent pair) and reading glasses. New recruits are not allowed to wear contact lenses during recruit training. If only contact lenses are worn (e.g., a recent pair of glasses is not available), the new recruit may wear the contact lenses to RTC and bring a contact lens case with a small bottle of solution for cleaning, disinfecting, and storage. Military glasses will be issued during the first few days of in-processing and contact lens wear will then no longer be permitted.

b. Money - maximum of \$50.

c. Light sweater or jacket for winter months.

d. Completed Direct Deposit Sign-Up (Standard Form 1198A).

e. Check book and ATM card.

f. Photo Identification or driver's license.

- g. Two pairs of clean socks.
- h. Prescription drugs with identifying prescription labels.
- i. Small Bible.
- j. One pair of athletic footwear (running shoes) if size 5 or smaller or 17 or larger or greater than EE in width. No high top running shoes.
- k. Social Security card.
- l. Six white cotton panties.
- m. One full cup bra.
- n. One sports bra if 40 DD or larger.
- o. One pre-paid calling card.

Note: At a designated time, new recruits will be sent to the dispensary at RTC for medical evaluation.

p. Additional Items to Bring, if Applicable

- (1) Immunization Record
- (2) Small address book
- (3) Jewelry (limit to wedding ring, watch, religious medallion)
- (4) Retainers with case
- (5) Passport
- (6) Credit cards
- (7) Conservative nightwear or lingerie (See Note 1)
- (8) Basic makeup (due to time constraints and a lack of personal storage space, new recruits are not permitted to wear makeup except during photographs, family night, and on graduation liberty). No glass items, including mirrors, are permitted.
- (9) Additional medical documents (See Note 2)

(10) Family Papers. Advise new recruits to bring copies (not originals) of their marriage certificate, dependents' birth certificates, photo identification, and proof of dependents' social security numbers via a social security card, in order to enroll dependents into DEERS. (Dependent SNAPs are not authorized to be used for entering DEP or shipping). This is a shipping requirement. Shipping without verification of dependents' social security numbers is not authorized. These documents will be scanned into RAPIDS at RTC and are necessary to register allotments. Recruits must also bring copies of court decrees pertaining to alimony and child support. Additionally, if either the wife or husband has been previously divorced, a certified copy of divorce documents is required.

(11) Alien Papers. Advise alien recruits to bring a copy of their certificate of entry.

Note 1: Female lingerie will be inspected upon reporting, and if within specifications, will be authorized for wear. New recruits have an active schedule of physical training and conditioning. Women may bring a familiar brand of lingerie if deemed necessary; however, suitable lingerie is issued as part of the sea bag.

Note 2: Sanitary items sufficient for one week, as required.

q. Female Hair. Haircuts are no longer required for female recruits; however, they will be advised:

(1) Hair must be secured per grooming standards within 3-5 minutes during initial training with limited access to mirrors.

(2) Barbers at RTC will not style hair, those with medium-length hair that cannot be pinned-up will receive an efficient blunt-cut and those with long hair will receive an efficient horizontal straight trim to keep hair within regulation.

(3) Hair dryers or heat styling tools are not authorized at RTC.

(4) Hairstyles must allow for the proper fit of headgear and not interfere with the proper wear of protective masks or equipment. When headgear is worn, hair will not show from under the front of the headgear. Hair is not to protrude from the opening in the back of the ball cap, except when wearing a bun or ponytail hairstyle. All buns and ponytails will be positioned on the back of the head to ensure the proper wearing of all headgear.

(5) When in uniform, the hair may touch, but not fall below a horizontal line level with the lower edge of the back of the collar. With service dress jumper uniforms, hair may extend a maximum of 1 1/2 inches below the top of the jumper collar. Long hair, including braids, will be neatly fastened, pinned, or secured to the head. When bangs are worn, they will not extend below the eyebrows.

(6) Layered hairstyles are authorized, provided that the layers present a smooth graduated appearance. No portion of the bulk of the hair (except the bun) as measured from the scalp will exceed 2 inches.

(7) The bulk of the bun will not exceed 3 inches from scalp. The diameter of the bun will not exceed 4 inches. Loose ends must be tucked-in and secured. Buns must not protrude through the opening in the back of a ball cap.

(8) Angled hairstyles may not exceed 1 ½ inches difference in length from front to back.

(9) All hairstyles must minimize scalp exposure.

(10) Corn rolls, rolls, locks, ponytails, two and three strand braids (a type of twist) are authorized. Braided hairstyles will be conservative and conform to grooming standard guidelines posted at <https://www.public.navy.mil/bupers-npc/support/uniforms/uniformregulations/chapter2/pages/2201personalappearance.aspx>. Pigtailed; braids that are widely spaced or protrude from the head are NOT authorized.

r. Medical Processing. Encourage all new recruits who are currently using birth control pills, to bring copies of exam records (in addition to the pills) specifying type(s) of birth control pills both presently and previously prescribed.

s. Medical Information for Female New Recruits. To assist RTC medical providers, it is strongly recommended to advise females of the items listed in subparagraphs 110107s(1) through 110107s(3).

(1) Take a copy of Pap smear and pelvic exam results completed within the past three years to RTC.

(2) Take copies of exam records specifying the type(s) of oral contraceptive(s), both presently and previously prescribed, if currently using an oral contraceptive (birth control pills).

(3) Consulting a physician to obtain these items is not required.

(4) This is a voluntary effort to prevent unnecessary exams and delays in transfer. The recruit will receive a pregnancy test within three days of arrival at RTC. Positive test results will result in separation.

110108. Items That Will Be Sent Home

- a. All alcohol based health and comfort items
- b. All electronic items
- c. Curling irons

- d. All books and magazines
- e. Cards, dice, or other gambling paraphernalia
- f. Large and bulky stationary
- g. Large plastic picks, rakes, etc., or any made of metal
- h. Anything in glass containers, including mirrors
- i. Double-edge razor blades
- j. Cigarettes, cigars, pipes, tobacco (smoking, chewing, or dipping)
- k. Large deodorants (larger than three ounces)
- l. All large or bulky miscellaneous items of significant value or deemed not required for training will be sent home or donated to a local charity, at the recruit's discretion.
- m. All other items deemed unnecessary

110109 Items to Be Confiscated At Recruit Training. All items not listed in subparagraph 110108a through 110108m will be confiscated at time of arrival at RTC.

110110. Non-Prescription Drugs and Medications. All non-prescription drugs and medications will be confiscated and disposed of or mailed home. These include, but are not limited to, the items listed in subparagraphs 110110a through 110110i.

- a. Phisoderm, PhisoHex, and similar products
- b. Foot powders
- c. Rubbing alcohol
- d. Motion sickness medication
- e. Commercial sleeping aid
- f. Decongestants
- g. Acne medication
- h. Antihistamines

- i. Analgesics
- j. Eyewash (except saline solution for contact lenses)
- k. Sex-related materials (including diaphragms and condoms)
- l. Vitamins