

BUPERS INSTRUCTION 1001.40A

From: Chief of Naval Personnel

Subj: NAVAL RESERVE CANVASSER RECRUITER PROGRAM

Ref: (a) DOD Directive 1205.18 of 24 Mar 97
(b) Title 10 USC 640
(c) BUPERSINST 1430.16D
(d) SECNAVINST 1427.1B
(e) MILPERSMAN
(f) Enlisted Transfer Manual
(g) Title 10, U.S. Code, Section 12686
(h) SECNAVINST 1920.6A
(i) SECNAVINST 1910.4A

Encl: (1) Officer Naval Reserve Canvasser Recruiter
Application
(2) Enlisted Naval Reserve Canvasser Recruiter
Application
(3) Correspondence to be Used Upon Recall of Officer and
Enlisted Naval Reserve Canvasser Recruiters
(4) Correspondence to be Used in Counseling Substandard
Performance
(5) Sample Format for Continuation and Non-continuation
Letters

1. Purpose. To issue revised guidelines for the administration of the Naval Reserve Canvasser Recruiter (CANREC) program. This instruction is applicable to Naval Reserve personnel requesting recall to, and serving on, temporary active duty in the CANREC program. This instruction contains extensive revisions necessitated by reference (a) and should be reviewed in its entirety.

2. Cancellation. BUPERSINST 1001.40.

3. Discussion. The revised CANREC program is designed as a temporary recall program for production recruiters assigned to execute the Naval Reserve recruiting mission. Responsibility for management of Naval Reserve recruiting will transition to Career Recruiting Force and Training and Administration of the Reserve (TAR) Fleet Support Officer personnel. While the new CANREC program is limited in scope, reference (a) requires that CANREC personnel be afforded opportunities for an active duty career. Eligible CANREC personnel may pursue such opportunities by application to the TAR program. Many experienced CANREC personnel, accessed prior to the issuance of reference (a), may not be eligible for TAR conversion but are needed to provide essential continuity during the TAR management phase-in. These personnel are defined, and will be administered, by the program

transition provisions stipulated in paragraph 8 of this instruction.

4. Program Management. The following procedures are applicable to the management of the CANREC program:

a. Eligibility. Personnel applying for voluntary recall in the CANREC program must meet the below listed criteria. Applicants should be aware that eligibility requirements for the CANREC program are less stringent than those for the career TAR program. Accordingly, there is no guarantee of future conversion to the TAR program. Applicants with limited potential for TAR conversion should be fairly apprised of their prospects for extended active duty at the time of application.

(1) Applicants must be Ready Reservists at time of recall. At least 31 days must have elapsed since the applicant's last release from active duty.

(2) Applicants must meet physical requirements for recall to active duty. Waiver requests will not be considered. A current physical examination (SF 88) within 5 years of application and Report of Medical History (SF 93) within 90 days of application are required. Negative Human Immunodeficiency Virus (HIV) test results obtained within the required periodicity must be submitted with the applicant's request for recall. Women who are pregnant at the time of application will not be accepted for recall.

(3) Eligibility for PCS entitlement will be ascertained with the local PSD prior to issuing recall orders. Preference will be given to applicants who reside within the local commuting area in order to minimize PCS expenditures and capitalize on the applicant's familiarity with the local area.

(4) Enlisted applicants must be able to complete 20 years of active duty service prior to age 55.

(5) Enlisted applicants must be in permanent paygrade E-4 or E-5 at time of recall. Applications for members in paygrade E-4 must contain a statement in the forwarding endorsement evaluating the maturity and capability of the member to satisfactorily perform as a CANREC program member. Since recall at paygrades E-6 through E-9 adversely affects advancement opportunity and creates paygrade stagnation, applications for those paygrades are not desired. Administrative reduction-in-rate for the sole purpose of being recalled in the CANREC program is not authorized.

(6) Enlisted personnel must have sufficient obligated service at time of recall to perform the required initial period of one year. If reenlistment or extension has been initiated within the last 180 days, ensure documentation is included with the application.

(7) If enlisted through the Advanced Pay Grade or Other Service Veterans program, the applicant's current rate must be

permanent. If the applicant is RESCORE-R or CB-VET, they will be recalled at their permanent rate.

(8) Officer applicants must be in the grade of lieutenant or below. Officers must not be in a failed of selection (FOS) status for promotion, nor previously released from active duty as a result of failure of selection for promotion.

b. Initial Application. Applications for initial recall to temporary active duty in the CANREC program shall be submitted to the Bureau of Naval Personnel (BUPERS) (Pers-912) via Commander, Naval Reserve Recruiting Command (COMNAVRESCUITCOM) (N12) and the appropriate chain of command, using the applicable format provided in enclosures (1) and (2). The cognizant Naval Reserve Recruiting Detachment Officer-in-Charge (OIC) will endorse the application and specify the billet and billet sequence code (BSC) for which the individual is applying. From time of receipt at BUPERS (Pers-912), processing time will normally be 21 to 30 days. Reservists accepted in the CANREC program will be issued recall orders for an initial period of 1 year. This period will provide both the member and COMNAVRESCUITCOM the opportunity to assess the member's suitability for recruiting duty. Members desiring to continue beyond the initial 1 year period, and who are recommended for continuation by COMNAVRESCUITCOM and approved by BUPERS (Pers-912), will be issued follow-on orders for a period not to exceed 2 years.

c. Administrative Procedures

(1) Orders. Orders assigning CANREC personnel to billets will normally be issued by the cognizant Personnel Support Activity, as directed by BUPERS. Under no circumstances shall orders be issued or members be received onboard prior to receipt of authorization from BUPERS. Upon recall, the gaining activity will complete documentation as shown in enclosure (3) and forward copies to BUPERS (Pers-912) and COMNAVRESCUITCOM (N12).

(2) Performance. Should performance be judged substandard during the initial or subsequent periods of active duty, the member shall be counseled using enclosure (4). The Naval Reserve Recruiting Detachment OIC may recommend non-continuation for those members whose production, performance, or potential for further recruiting duty is judged substandard. The recommendation must provide details on the substandard production, performance or potential, and document all counseling efforts. A copy of enclosure (4) shall be forwarded to BUPERS (Pers-912) via COMNAVRESCUITCOM (N12).

(3) Legal/Medical Hold

(a) Legal Hold. In the event a CANREC is placed on legal hold, the OIC shall immediately notify BUPERS (Pers-912) by message with an information copy to COMNAVRESCUITCOM (N12). The message must contain the following information, at a minimum: 1) nature of the offense; 2) anticipated duration; and 3) type of legal process involved. The member will continue in the billet

sequence code to which currently assigned. Follow-up messages are required for any changes in status (e.g., reduction in rate).

(b) Medical Hold. In the event a CANREC is hospitalized, placed in a medical hold status, or recommended for limited duty, the OIC shall immediately notify BUPERS (Pers-912) and COMNAVRESCUITCOM (N12). The following information must be furnished, at a minimum: 1) nature of injury or illness; 2) if admitted to hospital, date and hospital to which admitted; 3) estimated duration of treatment; and 4) attending physician and phone number. Any medical boards recommending limited duty will be forwarded to BUPERS (Pers-912) for departmental review. The OIC shall provide monthly status updates to BUPERS (Pers-912) and COMNAVRESCUITCOM (N12) for all personnel with medical problems. All CANRECs scheduled for transfer to the Fleet Reserve, retirement, or non-continuation must have a separation physical. Results of the separation physical must be submitted to BUPERS (Pers-912) either prior to member commencing terminal leave or not later than 60 days prior to separation, whichever occurs first. Per reference (b), anyone found unfit must be referred to a medical board. The medical board results must be forwarded to the Central Physical Evaluation Board via BUPERS (Pers-912) for departmental review. The medical board must be received by BUPERS (Pers-912) prior to the fleet reserve, retirement or separation date for orders to be held in abeyance.

(c) CANREC program members placed in a legal or medical hold will not be removed from their current billet without prior approval of BUPERS (Pers-912). Additionally, these personnel shall be included in the total CANREC program authorized strength for the duration of the "hold" status.

(4) Enlisted Advancement. CANREC personnel compete for advancement in a single competitive category based on current status (Naval Reserve CANREC) rather than rating. CANREC personnel in paygrades E-6 and below compete against each other and are advanced based on quotas established by BUPERS (Pers-22). CANREC personnel in paygrades E-6 and below participate in active duty rating examinations. E-6 personnel who are designated as selection board eligible by the Naval Education and Training Professional Development & Technology Center will be considered for advancement by the annual Reserve E-7 selection board. CANREC personnel in paygrades E-7 and E-8 compete for advancement against Naval Reserve Career Recruiting Force personnel. CANREC personnel in paygrades E-6 and above who have requested transfer to the Fleet Reserve are ineligible for consideration for advancement per reference (c).

(5) Officer Promotion. CANREC officers compete for promotion in their Ready Reserve designator and competitive category as established by reference (d). Thus, CANREC officers do not compete against TAR officers for promotion, but against their Ready Reserve contemporaries.

(6) Civilian Employment. CANREC personnel shall adhere to the provisions of reference (e) regarding civilian employment.

5. Personnel Transfers. Effective management of Naval Reserve recruiting may occasionally require PCS transfers of CANREC personnel. The following procedures pertain:

a. Officers. Officers will not normally be issued PCS transfer orders from one field recruiting billet to another. A limited number of officers may be issued PCS transfer orders only when necessary to fill vacant recruiting management billets. PCS orders will not be issued solely for purposes of career progression or relocation preference. Eligible management billets include Officer Programs Officer (OPO), Enlisted Programs Officer (EPO), Assistant Officer-in-Charge (AOIC), Officer-in-Charge (OIC), and COMNAVRESCUITCOM staff positions.

b. Enlisted. Enlisted CANRECs may be issued PCS transfer orders only when necessary to fill vacant billets for which a newly recalled CANREC is either not available or not suitable. PCS orders will not be issued solely for purposes of career progression or relocation preference. PCS orders issued for enlisted CANREC personnel will require a 36 month active duty obligation.

6. Limitations on Active Duty Service. CANREC personnel must be specifically continued on active duty per the procedures outlined below. With the exception of those personnel covered by the transition provisions specified in paragraph 8, CANREC personnel must be selected for TAR or be released from active duty upon completing 5 years in the CANREC program. This 5 year period shall commence not earlier than 24 March 1997.

a. Continuation

(1) Continuation orders for CANREC personnel are issued for a period not to exceed 2 years, except for those under a PCS transfer obligation. Any request for continuation of less than 2 years must be approved by BUPERS (Pers-912).

(2) Naval Reserve Recruiting Detachment OICs will submit recommendations for continuation to COMNAVRESCUITCOM using enclosure (5). Recommendations shall be based on current performance and potential to perform in recruiting assignments commensurate with grade. Recommendations for non-continuation must contain a copy of enclosure (4) and complete documentation of all counseling and training efforts. OIC's recommendations will address specific deficiencies and/or comments regarding the member's suitability for future recruiting duty.

(3) COMNAVRESCUITCOM will forward recommendations to BUPERS (Pers-912) for final disposition not later than 120 days prior to the expiration of orders. Those personnel who will not be continued shall be notified in writing by BUPERS (Pers-912) not later than 90 days prior to the expiration of orders.

(4) For enlisted members requesting not to be continued, a page 13 stating that the member does not desire continuation as a CANREC must be prepared and submitted with enclosure (5).

b. Continuation Beyond Age 60. CANREC personnel will not be continued on active duty beyond their 60th birthday, except as permitted by reference (e).

c. Continuation Beyond 20 Years Active Duty. CANREC personnel will not be continued beyond 20 years active duty service without the express authorization of BUPERS (Pers-9).

7. TAR Conversion Procedures. The CANREC program is designed as a temporary active duty program for production recruiters. Proven CANREC personnel who demonstrate career potential may apply for conversion to TAR in the Career Recruiting Force (enlisted) or Fleet Support designator (officer). CANREC to TAR conversion applications must be submitted in accordance with references (e) or (f), as applicable, and endorsed by COMNAVRESCUITCOM. Officers must request a change of designator (if necessary) as part of their TAR application. CANREC personnel converted to TAR are subject to assignment by their new community, and officers should not expect to be assigned exclusively to recruiting duty.

8. Transition Provisions. Certain CANREC program personnel accessed prior to the issuance of reference (a) may be ineligible for conversion to the TAR program for reasons of age or seniority. The below defined personnel are exempt from the 5 year CANREC active duty service limit described in paragraph 6. If their performance and assignability warrants, they may be continued on active duty as CANRECs until such time as they attain regular retirement eligibility.

a. Officer. Those officers senior to a lieutenant commander with a date of rank of 1 October 1995.

b. Enlisted

(1) Those enlisted members, accessed to the CANREC program prior to 24 March 1997, who apply and are declared ineligible for TAR conversion due to age restrictions.

(2) Those enlisted members, accessed to the CANREC program prior to 24 March 1997, who apply and are declared ineligible for TAR conversion due to high year tenure restrictions.

9. Probationary Period. The probationary period, as defined in paragraph E2c of reference (a), for Naval Reserve temporary recall programs is 6 years. Temporary recall personnel who are retained for more than a 6 year period (beginning on or after 24 March 1997) require subsequent management under a career program. CANREC personnel so retained, other than those covered by the transition provisions described in paragraph 8 above, shall acquire career status through automatic conversion to the TAR Career Recruiting Force (enlisted) or TAR Fleet Support Officer designator (officer).

10. Eligibility for Active Duty Retirement. While not designed as a career program, some members of the CANREC program described

in paragraph 8 above may accumulate sufficient active duty service to become eligible for an active duty retirement. The cyclical nature of the recruiting mission necessitates maintaining maximum flexibility in the size and composition of the Naval Reserve recruiting force. With the exception of those members to which reference (g) or paragraph 9 apply, retention on active duty to attain regular retirement eligibility is neither implied nor guaranteed.

11. Termination of Orders. It may become necessary to release CANRECs from active duty prior to the end of their specified period of orders. This action is separate and apart from non-continuation. Termination of the active duty orders can be effected as follows:

a. Recall to USN/USNR(TAR) Program. Upon approval for recall to a USN or USNR (TAR) program, the individual is responsible for requesting termination of CANREC orders to coincide with effective date of approved recall orders.

b. Voluntary Termination. Voluntary termination may be requested by the member, via the chain of command, to BUPERS (Pers-912). A complete explanation of the reason the member is requesting voluntary termination must be provided.

(1) A member who has executed a PCS move must fulfill the unexecuted portion of their orders before voluntary termination will be approved, unless otherwise released from that obligation by BUPERS (Pers-912).

(2) A member who is undergoing disciplinary proceedings will not be considered for voluntary termination until completion of that action.

c. Involuntary Separation. Naval Reserve Canvasser Recruiter program requirements may necessitate the involuntary separation of an officer prior to the expiration of current orders. Examples which might require this action include, but are not limited to, Canvasser Recruiter end strength reductions, excesses in officer grade allowances, officers with multiple failures of selection to the next higher grade and other actions required by references (e) and (h). When necessary, BUPERS (Pers-9) shall convene an involuntary release from active duty (IRAD) board to control CANREC officer end strength ceilings and grade allowances. BUPERS (Pers-92) is responsible for notification and final disposition of officers identified for IRAD action. Enlisted members may not be involuntarily separated prior to the expiration of their current orders, except by administrative separation action per references (e) and (i).

12. Retirements

a. Transfer to the Fleet Reserve (Minimum of 20 Years Active Duty). Applications must be submitted per reference (e) at least 6 months prior to the requested Fleet Reserve Transfer date. If an application is not received and approved, the member will be released to inactive duty.

b. Officer Retirement. Requests should be submitted per reference (e). Copies of retirement requests must be forwarded to BUPERS (Pers-912) and COMNAVRESCUITCOM (N12).

c. Transfer to the Retired Reserve List (Retirement at Age 60 with Less Than 20 Years Active Duty but at Least 20 Years Qualifying Service). Retired pay benefits must be requested; the process is not automatic. An application package, including all required forms and NAVPERS 15891E, the Navy Guide for Retired Personnel, must be requested from Commanding Officer, Naval Reserve Personnel Center (N25) approximately nine months prior to the 60th birthday. The application should be completed and submitted within 30 days of receipt to allow sufficient time for processing. In order to be retained on active duty past 60 years of age, the case must be referred to SECNAV for approval.

13. Action. COMNAVRESCUITCOM and BUPERS (Pers-9) shall ensure effective administration of the CANREC program in accordance with the provisions of this instruction.

14. Forms

a. The following forms are available in the Naval Aviation Supply Office using requisitioning procedures contained in NAVSUP P-2002, Navy Stock List of Publications and Forms:

(1) DD 4 (May 85), Enlisted, Reenlistment Document - Armed Forces of the United States S/N 0102-LF-000-0044 (pages 1 & 2) S/N 0102-LF-000-0030 (page 3)

(2) DD 214 (Nov 88), Certificate of Release or Discharge from Active Duty, S/N 0102-LF-006-5500

(3) NAVPERS 1070/613 (Rev. 10-81), Administrative Remarks, S/N 0106-LF-010-6991

(4) NAVPERS 1616/26 (Rev. 7-95), Evaluation Report and Counseling Record, S/N 0106-LF-019-7400

(5) NAVPERS 1610/2 (Rev. 7-95), Fitness Report and Counseling Record, S/N 0106-LF-019-7200

b. The following forms are available from Federal Supply System through normal supply procurement procedures:

(1) SF 88 (Rev. 10-75), Report of Medical Examination, NSN 7540-00-634-4038

(2) SF 93 (Rev. 10-74), Report of Medical History, NSN 7540-00-181-8368

c. NRPC 1200/1 (Rev. 4-94), Naval Reserve Qualification Questionnaire for Inactive Duty Personnel, is available from the Naval Reserve Personnel Center (Code 22), New Orleans LA 70146-5000.

L.R. MARSH
Rear Admiral, U.S. Navy
Deputy Chief of Naval Personnel

Distribution: (2 copies each unless otherwise indicated)
SNDL A3 (CNO)
23C3 (COMNAVRESFOR)
FJA8 (NRPC)
FJB1 (COMNAVCRUITCOM)
FR3 (NAS)
FR4 (NAF)
FR5 (NAVAIRES)
FR9 (NAVRESREDCOM REG)
FR10 (NAVRESCEN)
FR14 (NAVAIRESCEN)
FR21 (COMNAVRESCRUITCOM) (50 copies)
C61B (NAVRESCRUITCOM DET) (12 copies)

Stocked:
Bureau of Naval Personnel
Pers-921
#2 Navy Annex
Washington, DC 20370-0921 (50 Copies)

OFFICER NAVAL RESERVE CANVASSER RECRUITER APPLICATION

From:
To: Bureau of Naval Personnel (Pers-912)
Via: (1) Commanding Officer, Reserve Unit
(2) Officer-in-Charge, Naval Reserve Recruiting Command Detachment _____
(3) Commander, Naval Reserve Recruiting Command

Subj: REQUEST FOR RECALL TO ACTIVE DUTY AS A NAVAL RESERVE CANVASSER RECRUITER (CANREC)

Ref: (a) BUPERSINST 1001.40A

Encl: (1) Copy of SF 88, Report of Medical Examination
(2) Copy of SF 93, Report of Medical History
(3) Copy of all forms DD 214, Certificate of Release or Discharge from Active Duty (long form that includes blocks 23 through 29)
(4) NRPC 1200/1, Naval Reserve Qualification Questionnaire
(5) Documentation of negative HIV results (must be within 12 months of projected recall date)
(6) Copy of last three fitness reports
(7) OPNAV 1740/1, Department of the Navy Dependent Care Certificate
(8) Full length photograph (service khaki)

1. Per reference (a), I request assignment to an authorized Naval Reserve Canvasser Recruiter billet at _____. Enclosures (1) through (8) are forwarded in support of this request.

2. a. Home address/telephone: _____.

b. Number of miles from home address to activity where billet is located: _____.

3. The following information is provided in support of this request:

a. Date of Birth: _____.

b. Date of Rank: _____.

c. Designator: _____.

d. Date last released from active duty: _____.

e. Total years active duty : ____yrs ____mos ____days.

f. Pay Entry Base Date: _____.

g. Date of last physical: _____.

h. Number of dependents: _____.

i. Activity where service record is maintained: _____.

j. Date last physical readiness test successfully performed and results: _____.

4. I fully understand the provisions of reference (a) and the limitations on active duty service in the CANREC program.

PRIVACY ACT STATEMENT

This statement is provided in compliance with the provisions of the Privacy Act of 1974 (Public Law 93-579). The authority to collect the information requested is contained in Title 5 United States Code, Section 301. Federal agencies must provide this notice to individuals requested to provide information about themselves. The principal purpose of the information is to enable you to apply for recall to temporary active duty as a Naval Reserve Canvasser Recruiter. The information will be used to assist officials and employees of the Department of the Navy in determining your eligibility for temporary active duty as a Naval Reserve Canvasser Recruiter and in approving or disapproving requested temporary active duty. Completion of the application is voluntary. However, we may be unable to process your application unless all of the information requested is provided.

(Signature of Applicant)

ENLISTED NAVAL RESERVE CANVASSER RECRUITER APPLICATION

From:
To: Bureau of Naval Personnel (Pers-912)
Via: (1) Commanding Officer, Reserve Unit
(2) Officer-in-Charge, Naval Reserve Recruiting Command Detachment _____
(3) Commander, Naval Reserve Recruiting Command
Subj: REQUEST FOR RECALL TO ACTIVE DUTY AS A NAVAL RESERVE CANVASSER RECRUITER (CANREC)
Ref: (a) BUPERSINST 1001.40A
Encl: (1) Copy of SF 88, Report of Medical Examination
(2) Copy of SF 93, Report of Medical History
(3) Copy of all forms DD 214, Certificate of Release or Discharge from Active Duty (long form that includes blocks 23 through 29)
(4) Copy of DD 4, Enlistment/Reenlistment Document Armed Forces of the United States, if issued in past 6 months.
(5) Documentation of negative HIV results (must be within 12 months of projected recall date)
(6) Copy of last three evaluations.
(7) Copy of all NAVPERS 1070/605 (History of Assignments)
(8) OPNAV 1740/1, Department of the Navy Dependent Care Certificate
(9) Full length photograph (summer white)

1. Per reference (a), I request assignment to an authorized Naval Reserve Canvasser Recruiter billet at _____
_____. Enclosures (1) through (9) are forwarded in support of this request.

2. a. Home address/telephone: _____.

b. Number of miles from home address to activity where billet is located: _____.

3. The following information is provided in support of this request:

a. Last release from active duty: _____.

b. Total active duty time : _____ yrs _____ mos _____ days

c. Current enlistment date: _____.

d. Expiration of Reserve Enlistment: _____.

e. If enlisted in a temporary rate, date temporary rate became permanent: _____.

f. Activity where service record is maintained: _____.

- g. Number of dependents: _____.
 - h. Pay Entry Base Date: _____.
 - i. Date of birth: _____.
 - j. Date last physical readiness test performed and results: _____.
 - k. Primary and secondary NEC's: _____.
4. I fully understand the provisions of reference (a) and the limitations on active duty service in the CANREC program.

PRIVACY ACT STATEMENT

This statement is provided in compliance with the provisions of the Privacy Act of 1974 (Public Law 93-589). The authority to collect the information requested is contained in Title 5 United States Code, Section 301. Federal agencies must provide this notice to individuals requested to provide information about themselves. The principal purpose of the information is to enable you to apply for recall to temporary active duty as a Naval Reserve Canvasser Recruiter. The information will be used to assist officials and employees of the Department of the Navy in determining your eligibility for temporary active duty as a Naval Reserve Canvasser Recruiter and in approving or disapproving requested temporary active duty. Completion of the application is voluntary. However, we may be unable to process your application unless all of the information requested is provided.

(Signature of Applicant)

CORRESPONDENCE TO BE USED UPON RECALL OF OFFICER AND ENLISTED
NAVAL RESERVE CANVASSER RECRUITERS

From: Officer-in-Charge, Naval Reserve Recruiting Command
Detachment _____
To:
Subj: INITIAL ASSIGNMENT FOR RECRUITING DUTY AS A NAVAL RESERVE
CANVASSER RECRUITER (CANREC)
Ref: (a) BUPERSINST 1001.40A
(b) BUPERS MSG DTG _____

1. Per references (a) and (b), you are assigned an initial tour of active duty as a Naval Reserve Canvasser Recruiter. By your signature below, you certify that you are aware that, except in time of war or national emergency hereafter declared by appropriate authority, or when otherwise authorized by law, you will be released from active duty upon expiration of this obligation unless otherwise extended by the Bureau of Naval Personnel (Pers-912), and that you have no entitlement either stated or otherwise implied to an active duty retirement. This and any subsequent sets of orders will be based on your performance and the needs of the Navy, and will be contingent upon Bureau of Naval Personnel approval.

(Signature of Officer-in-Charge)

(Signature of Member)

Copy to:
BUPERS (Pers-912)
COMNAVRESCUITCOM (N12)

CORRESPONDENCE TO BE USED IN COUNSELING
SUBSTANDARD PERFORMANCE

From: Officer-in-Charge, Naval Reserve Recruiting Command
Detachment _____
To:
Subj: NOTIFICATION OF SUBSTANDARD PERFORMANCE
Ref: (a) BUPERSINST 1001.40A
Encl: (1) Counseling Record (NAVPERS 1616/26 or 1610/2, as
applicable)

1. Per reference (a), you have been counseled this date concerning your substandard performance. Specific deficiencies are outlined in enclosure (1).

2. As a result of this consultation, a plan to assist in correcting the deficiencies noted in your substandard performance has been established and discussed. Should your performance not improve to an acceptable level, you may be nominated for non-continuation on active duty as a Naval Reserve Canvasser Recruiter at the end of your current set of orders.

(Signature of Officer-in-Charge)

From:
To: Officer-in-Charge, Naval Reserve Recruiting Command
Detachment _____
Subj: ACKNOWLEDGEMENT OF SUBSTANDARD PERFORMANCE

1. I, _____(NAME)_____, acknowledge the notification of substandard performance as delivered.

(Signature of Member)

SAMPLE FORMAT FOR CONTINUATION LETTER

From: Officer-in-Charge, Naval Reserve Recruiting Command
Detachment _____
To: Bureau of Naval Personnel (Pers-912)
Via: Commander, Naval Reserve Recruiting Command (N12)
Subj: NAVAL RESERVE CANVASSER RECRUITER CONTINUATION
Ref: (a) BUPERSINST 1001.40A
Encl: (1) FY-__ Goal vs. Attainment Statistics

1. Per reference (a), the following personnel are recommended for continuation. Enclosure (1) pertains.

<u>RANK/RATE</u>	<u>NAME</u>	<u>SSN</u>	<u>BSC</u>	<u>CANREC START DATE</u>	<u>NUMBER OF MONTHS RECOMMENDED</u>
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(Signature of Officer-in-Charge)

SAMPLE FORMAT FOR NON-CONTINUATION LETTER

From: Officer-in-Charge, Naval Reserve Recruiting Command
Detachment _____

To: Bureau of Naval Personnel (Pers-912)

Via: Commander, Naval Reserve Recruiting Command (N12)

Subj: NAVAL RESERVE CANVASSER RECRUITER CONTINUATION

Ref: (a) BUPERSINST 1001.40A

Encl: (1) Additional Information ICO Personnel Not Recommended
for Continuation

(2) Page 13 for members requesting not to be continued

1. The following personnel are not recommended for continuation.
Enclosures (1) and (2) pertain.

<u>RANK/RATE</u>	<u>NAME</u>	<u>SSN</u>	<u>BSC</u>	<u>CANREC</u> <u>START</u> <u>DATE</u>
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(Signature of Officer-in-Charge)

Note: Enclosure (1) will contain the following information
as a minimum:

- (1) Last three enlisted evaluations.
- (2) Counseling sheets.
- (3) Formal training documentation.
- (4) Goal vs. attainment for two previous fiscal years.
- (5) Most recent PRT results and height/weight.
- (6) Has member ever been relieved of supervisory duties?
If so, explain.
- (7) Awards received in past 3 years and dates issued
(Gold/Silver Wreaths, Letters of Commendation,
medals, etc.).
- (8) Disciplinary infractions in the past 3 years (if any)