



DEPARTMENT OF THE NAVY  
BUREAU OF NAVAL PERSONNEL  
5720 INTEGRITY DRIVE  
MILLINGTON, TN 38055-0000

BUPERSINST 1133.29F  
CNRC N1  
6 Jan 2004

BUPERS INSTRUCTION 1133.29F

From: Chief of Naval Personnel  
To: All Ships and Stations (less Marine Corps field addressees not having Navy personnel attached)  
Subj: APPLICATION PROCEDURES FOR CAREER RECRUITER FORCE (CRF)  
Ref: (a) NAVPERS 15560D, Naval Military Personnel Manual (MILPERSMAN), Article 1306-900 and 1306-965  
(b) COMNAVCRUITCOMINST 1136.2 (NOTAL)  
(c) OPNAVINST 6110.1G  
(d) NAVPERS 15665I, Navy Uniform Regulations  
(e) OPNAVINST 1160.6A

Encl: (1) Sample Commanding Officers Endorsement

1. Purpose. To revise information concerning policies, eligibility requirements, and application procedures for Career Recruiter Force (CRF) program. This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. BUPERSINST 1133.29E.

3. Background. CRF was established in 1978 to develop a cadre of exceptional recruiting managers to provide consistency and leadership to the recruiting effort. Commander, Navy Recruiting Command (COMNAVCRUITCOM) manages size, qualifications, and career path of CRF.

4. Eligibility

a. CRF is open to personnel who are currently assigned to recruiting duty with Navy Enlisted Classification (NEC) codes 9585, 9586, 9587 and to personnel who have successfully completed a tour as a recruiter (NEC 9585 or 9587) and wish to convert to Navy Counselor (NC) NEC 2186 rating. Personnel must

(1) be in paygrade E-5 through E-8. E-5 personnel who apply for CRF must meet all eligibility requirements for advancement to the next higher paygrade and other eligibility requirements listed in this instruction.

(2) meet current screening requirements for recruiters per reference (a).

(3) have completed Personnel Qualification Standards (PQS) for Recruiter-in-Charge per reference (b). Leading Petty Officer (LPO), Work Center Supervisor and other Fleet leadership positions may substitute for Recruiter-in-Charge and will be considered during the selection board.

(4) receive a strong, positive endorsement from their commanding officer (CO).

(5) be within 18 months of their projected rotation date (PRD).

(6) have ASVAB scores of: VE + AR = 105 AR minimum = 50.  
**Waivers may be submitted on case-by-case basis.**

b. Warfare qualification, although highly desirable, is not mandatory.

c. Following personnel are not eligible to apply:

(1) Nuclear-trained Electronics Technicians (ETs), Electrician Mates (EMs) and Machinists Mates (MMs).

(2) USNR recruiters assigned to Commander, Naval Reserve Force (COMNAVRESFOR).

(3) Personnel in receipt of permanent change of station (PCS) orders.

(4) Personnel with an approved Fleet Reserve date.

(5) Personnel with less than 36 months to High Year Tenure (HYT) based on board convening month.

**Note: No waivers authorized for 4c(1)-(5) above.**

5. Application Procedures

a. Personnel desiring to convert to CRF should submit an application via their CO, and Commander, Navy Recruiting Region (NAVCRUITREG) for members on recruiting duty, directly to COMNAVCRUITCOM (N1121), 5722 Integrity Drive, Bldg. 784, Millington, TN 38054-5057.

b. Applications will consist of the following:

(1) Copy of signed NAVPERS 1070/613, Administrative Remarks, entry stating: "If selected for CRF, I agree to incur 36 months of obligated service from the date of assignment as a CRF."

(2) CO's endorsement (sample provided in enclosure (1)) as a minimum will include

(a) comment on the applicant's potential for leadership in positions of increased responsibility.

(b) certifying the applicant meets all Physical Readiness Standards per reference (c). A statement regarding the applicant's compliance with height/weight and body composition assessment standards is required.

(c) certifying the member's positions qualified for while on recruiting. A statement is required providing what specific position the member qualified for and from what Navy Recruiting District (NAVCRUITDIST).

(d) certifying the member has completed the recruiter screening form in reference (a) sections A 1-7, B 1-2, C and D 1,3,5. A "YES" answer to any of the following questions renders the member ineligible for CRF: Section A 1,3,4, and 5. A "No" answer to the following questions renders the member ineligible for CRF: Section C, section D 1 and 3. If member has visible tattoos, (section D 5), ensure compliance with reference (d). A statement that member has been screened and meets all requirements is required.

**Note: No waivers to the above requirements are authorized.**

6. Selection. The selection process consists of the following two steps:

a. An administrative board will be held by COMNAVCRUITCOM 4 times a year (November, February, May and September) to consider applicants for entrance into CRF. If an applicant is recommended for lateral conversion by the COMNAVCRUITCOM board, their package will be forwarded to Career Recruiter Force Enlisted Community Manager, Chief of Naval Operations (N132D14C) for continued processing.

b. Member's current community manager will then determine if manning within that rating will allow the member to be released to CRF. Final results will be released via naval message by COMNAVCRUITCOM. Those selected for CRF will be converted immediately, or upon transfer from present command if not currently on recruiting duty, to Navy Counselor (NEC 2186).

7. Assignment. Navy Personnel Command (NAVPERSCOM) (PERS-4010C) will notify each selectee of the latest assignment policies and procedures, and discuss future duty preferences. Duty assignments will be made using the following guidelines:

a. Selectees will be assigned permanently to CRF for the remainder of their naval careers.

b. New CRFs will attend Career Recruiter Force Academy in Pensacola, FL in conjunction with PCS orders to their initial assignment as a CRF. Upon notification of selection, members should contact NAVPERSCOM (PERS4010C) at Comm (901) 874-3868/DSN 882 to negotiate orders to a NAVCRUITDIST. Selectees who do not pass the Career Recruiter Force Academy will be reverted to their former rating.

c. Selectees serving on a Selective Reenlistment Bonus (SRB) enlistment must be within 9 months of EAOS to be eligible for a lateral conversion. Conversion must not take place earlier than 3 months prior to EAOS per reference (e).

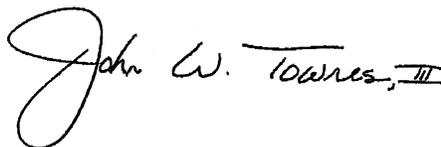
d. Selectees receiving Continuous Submarine Pay (CONSUBPAY) while on shore duty will have their CONSUBPAY terminated as of the date of selection. Those selectees receiving CONSUBPAY on sea duty will no longer be eligible for CONSUBPAY as of the date

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of selection; they will commence receiving operational SUBPAY on a month-by-month basis until detachment.

8. Point of Contact. For questions pertaining to application procedures, selection process, or career opportunities in CRF, contact COMNAVCUITCOM (N1121), Comm (901) 874-9136/9138/DSN 882.

9. Forms. NAVPERS 1070/613 (Rev. 10-81), Administrative Remarks, may be obtained from Naval Inventory Control Point using requisitioning procedures contained in CD-ROM NAVSUP PUB-600 (NLL), Navy Stock List of Publications and Forms or at <http://forms.daps.mil/order/>.

A handwritten signature in black ink that reads "John W. Townes, III". The signature is written in a cursive style with a large, looping initial "J".

J. W. TOWNES, III  
Rear Admiral, U.S. Navy  
Deputy Chief of Naval Personnel

Distribution:  
SNDL Parts 1 and 2

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Date

**SAMPLE COMMANDING OFFICERS ENDORSEMENT  
FOR OFFICIAL USE ONLY**

FIRST ENDORSEMENT on MM1(SW) David Sailor, USN, 111-22-3333  
NAVPERS 1306/7 of

From: Commanding Officer, Navy Recruiting District, Successful  
To: Commander, Navy Recruiting Command (N1121)

Subj: NC(CRF) CONVERSION ICO MM1(SW) DAVID SAILOR, USN,  
111-22-3333

Ref: (a) BUPERSINST 1133.29F  
(b) OPNAVINST 6110.1G

1. Forwarded, with my strongest possible recommendation for immediate selection to the Career Recruiter Force (CRF). As a Recruiter in NRS Anywhere, he was responsible for the station winning Small Station of the Year for FY 2000. Elevated to Recruiter-in-Charge, he formed an aggressive, over producing team achieving 142 percent of New Contract Objective. He set the standard and established himself as an exceptional leader, trainer, and superior recruiter who earned selection for Recruiter Excellence Incentive Program (REIP) advancement to First Class. His demonstrated leadership and team building skills earned my support for the position of Recruiter-in-Charge of a large station or a small zone.

2. I certify that Petty Officer Sailor meets the guidelines as set forth in reference (a), in that

a. Petty Officer Sailor meets all physical readiness standards and is in full compliance with the height/weight and body composition standards per reference (b).

b. Petty Officer Sailor is PQS certified in the positions of Recruiter and Recruiter-in-Charge, at NAVCRUITDIST Successful.

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Enclosure (1)

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c. Petty Officer Sailor meets the ASVAB requirements per reference (a).

d. Petty Officer Sailor was screened per MILPERSMAN article 1306-900 and 1306-965 and is qualified for this duty.

3. Petty Officer Sailor's remarkable leadership and commitment to excellence earned my strongest recommendation for immediate conversion to Navy Counselor (Career Recruiting Force). I have no doubt he will succeed as my top Navy Counselor - select him now!

G. O. NAVY

Copy to:  
COMNAVCRUITREG (Appropriate NAVCRUITREG Commander, if on recruiting)  
MM1(SW) Sailor

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