

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

**IN REPLY REFER TO
BUPERSINST 1300.42A
PERS-91
13 Feb 2001**

BUPERS INSTRUCTION 1300.42A

From: Chief of Naval Personnel

Subj: ADMINISTRATION OF NAVAL RESERVE CAREER RECRUITING FORCE
(NRCRF) PERSONNEL

Ref: (a) Enlisted Transfer Manual (NAVPERS 15909G)
(b) COMNAVRESCRUITCOMINST 1500.1B
(c) NAVMED P-117
(d) OPNAVINST 6110.1F
(e) OPNAVINST 1160.6A
(f) MILPERSMAN 1616-010

Encl: (1) NAVPERS 1306/7, Enlisted Personnel Action Request
(2) Sample Recruiting Area Commanding Officer Endorsement
(3) NRCRF Career Path

1. Purpose. To issue policy for administration of personnel assigned to Naval Reserve Career Recruiter Force (NRCRF) program. This instruction applies to enlisted NRCRF personnel and Naval Reserve Canvasser Recruiter (CANREC) personnel requesting lateral transfer into the NRCRF program. This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. BUPERSINST 1300.42.

3. Background. NRCRF is a cadre of proven enlisted Naval Reserve production recruiters and recruiting management personnel who provide stability, standardization and leadership to Naval Reserve recruiting efforts. It includes career paths for field production recruiters and recruiting management personnel.

4. Discussion. NRCRF program is comprised of enlisted members who laterally transfer from the CANREC Program to Training and Administration of Reserve (TAR) program. They plan, control and execute the Naval Reserve Recruiting Program. CANREC personnel selected for NRCRF will be assigned to production recruiter and

recruiting management billets within Naval Reserve Recruiting Command (NAVRESCRUITCOM). These individuals will be assigned billets appropriate to their career paths. Production recruiters remain at their permanent duty station for the duration of their career. They are not subject to permanent change of station (PCS) transfer and therefore are not assigned a projected rotation date (PRD). NRCRF management personnel are subject to PCS transfer and will have a PRD assigned. Billets for the NRCRF program are designated TAR Navy Counselor's (NC) in paygrades E-5 through E-9. NRCRF personnel are assigned only in direct support of the Naval Reserve Recruiting Program. Provisions of other programs and policies not mentioned herein, e.g., high year tenure (HYT) and terms of enlistment, are applicable to the TAR program per governing directives. Reference (a) provides basic guidance for the TAR program.

a. Accession. Navy Personnel Command (NAVPERSCOM), Naval Reserve Personnel Division (PERS-91) selects CANREC personnel for lateral conversion to NRCRF. Selectees laterally transfer in their current rate (paygrade) to TAR NC rating and are assigned NRCRF Navy Enlisted Classification Code (NEC 2186).

b. Assignment. Upon selection to NRCRF, enlisted personnel will attend the first available NRCRF course. Upon lateral conversion, enlisted members will be assigned to a NRCRF TAR production or management billet.

5. Program Management. Following are procedures for management of NRCRF program:

a. Eligibility. Enlisted personnel applying for voluntary lateral transfer into NRCRF must meet the following criteria:

(1) Be currently serving as a NAVRESCRUITCOM CANREC (NEC 9585) in paygrades E-5 or E-6.

(2) Meet Recruiter Qualification Standards (RQS) per reference (b).

(3) Have served a minimum of 2 years recruiting duty with NAVRESCRUITCOM within the last 5 years prior to date of application.

(4) Has no non-judicial punishment (NJP) within the past 36 months.

(5) Be able to complete 20 years of active duty prior to reaching age 55.

(6) Meet physical requirements per reference (c) and have satisfactorily completed the last three physical fitness assessments per reference (d).

b. Initial Application. Naval Reserve CANREC personnel requesting conversion to NRCRF will submit a NAVPERS 1306/7, Enlisted Personnel Action Request per enclosure (1) to NAVPERSCOM (PERS-91D) via their Recruiting Area commanding officer (CO) and NAVRESCUITCOM (Code 12). Applicants must ensure that blocks marked by an asterisk are completed. Recruiting Area COs will endorse the application per enclosure (2). NAVRESCUITCOM (Code 12) will forward the application to NAVPERSCOM (PERS-91D) for adjudication.

c. Administrative Procedures. Following administrative procedures apply to NRCRF Program:

(1) Selection. Selection for NRCRF program is based upon, but not limited to, the following criteria:

(a) Eligibility criteria.

(b) Recruiting performance history, including production and ability to lead, train, and motivate subordinates.

(c) Previous recruiting assignments.

(2) NRCRF Enlistment/PRD. Upon release from current reserve enlistment, members will reenlist in the TAR Program. The initial term of enlistment for NRCRF personnel will be 48 months. PRD for assignment will be 36 months for management career path personnel. Production career path personnel will not be assigned a PRD.

(a) PRD extension requests must be submitted using enclosure (1) to Naval Reserve Personnel Center (NAVRESPERSCEN) (N426), via chain-of-command not earlier than 12 months and not later than 6 months prior to PRD.

(b) NRCRF personnel must ensure that a current NAVPERS 1306/63, Enlisted Duty Preferences is on file with NAVRESPERSCEN (N426) not later than 9 months prior to PRD.

While every effort will be made to satisfy duty preference requests, assignments will be made to meet the needs of the Naval Reserve and NAVRESCUITCOM.

(3) Humanitarian/Hardship Situations. Personal hardship requests will be immediately forwarded to NAVPERSCOM (PERS-40HH) via the Recruiting Area CO, NAVRESPERSCEN (N426), and NAVRESCUITCOM (Code 12) with an information copy to NAVPERSCOM (PERS-91D).

(4) Special Duty Assignment Pay (SDAP). NRCRF personnel will continue to draw SDAP at the authorized level upon lateral conversion from CANREC per reference (e).

(5) Advancements. Provided all advancement criteria are met, management and production career path personnel are eligible to compete for advancement in the NC(R) rating. Personnel in paygrade E-6 production career path who are eligible to participate in the E-7 examination and are selected for advancement will be assigned to billets associated with the management career path. Personnel in paygrade E-6 who do not desire assignment to management career path billets should not participate in the E-7 advancement exam.

(6) NRCRF Career Paths. NRCRF personnel are expected to qualify and function in a billet commensurate with their paygrade. Individuals will be detailed to billets per the career paths as depicted in enclosure (3). Upon release of this instruction, current NRCRF E-5 personnel will be converted to the production career path. Conversion of NRCRF E-6 personnel to the production career path is discouraged, but will be reviewed on a case-by-case basis through a board action to be held at COMNAVRESCUITCOM. Personnel in paygrade E-6 requesting conversion will have 12 months from the date of this instruction to apply for consideration.

(7) Termination of NRCRF Designator. NRCRF personnel are expected to serve in NRCRF for the remainder of their career after lateral transfer to the NRCRF. NRCRF personnel may be reverted back to their prior rating should circumstances so dictate, e.g., unsatisfactory performance. Procedures for reversion to prior rating are

(a) Recruiting Area CO recommends member for reversion to prior rating to NAVPERSCOM (PERS-91D) via NAVRESCUITCOM (Code 12). Recommendation to revert a member to

their former rating will be forwarded with the following information and other documentation as necessary for adjudication:

1. Complete justification for NRCRF termination.
2. Completed NAVPERS 1221/1, Navy Enlisted Classification (NEC) Code Change Recommendation.
3. Copies of last three evaluations.
4. Member's NAVPERS 1306/63 with three duty preferences.
5. Member's signed acknowledgment of recommendation to revert to prior rating. If prior rating is not identified as a TAR source rating member must select a critically manned rating for which they are qualified.

(b) NAVRESCUITCOM endorses and forwards recommendation to NAVPERSCOM (PERS-91) for adjudication.

(c) NAVPERSCOM (PERS-91) adjudicates recommendation.

(8) Administrative Actions Prescribed for NRCRF members for Performance Deficiencies or Disciplinary Infractions. NRCRF members, who demonstrate a lack of integrity, create disciplinary problems, or who fail to perform at a level commensurate with the leadership and technical expectations of their paygrade will be subject to the following actions. These actions are not all inclusive.

(a) Relief of NRCRF personnel. Recruiting Area COs may relieve NRCRF personnel if the CO loses confidence in their professional ability. Relief must be appropriately documented, e.g., appropriate marks and comments in fitness report or enlisted evaluation.

(b) Detachment for Cause. Recruiting Area COs may recommend personnel for detachment for cause per reference (f). If detachment for cause is approved, out of proximity moves will be coordinated with NAVRESPERSCEN (N426).

(c) Termination of SDAP. Personnel relieved of duties for which SDAP is authorized must have their SDAP terminated effective the date they were relieved.

(d) Reversion to prior rating. See paragraph 5.c.(7) above.

6. Forms. The following forms are available in the Naval Inventory Control Point using requisitioning procedures contained in CD-ROM NAVSUP PUB 600(NLL), Navy Stock List of Publications and Forms:

a. NAVPERS 1306/7 (Rev. 5-96) (EG), Enlisted Personnel Action Request, S/N 0106-LF-013-0637.

b. NAVPERS 1306/63 (Rev. 10-86), Enlisted Duty Preferences, S/N 0106-LF-013-0917.

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

d. NAVPERS 1221/1 (Rev. 6-92), Navy Enlisted Classification (NEC) Code Change Recommendation, S/N 0106-LF-015-7500.

G. L. HOEWING
Rear Admiral, U.S. Navy
Deputy Chief of Naval Personnel

Distribution:

SNDL A3 (CHIEF OF NAVAL OPERATIONS) (N095, only)
23C (RESERVE FORCE COMMANDER)
FJA3 (PERSONNEL COMMAND) (PERS-91, only)
FJA4 (RECRUITING COMMAND)

Distribution: (Cont'd)

FJA8 (RESERVE PERSONNEL CENTER) (Code 30)
FR3 (AIR STATION RESFOR)
FR4 (AIR FACILITY RESERVE)
FR5 (AIR RESERVE)
FR9 (RESERVE READINESS COMMAND REGION)
FR10 (RESERVE CENTER)
FR14 (AIR RESERVE CENTER)
FR21 (RECRUITING COMMAND, RESERVE)
C61B (RECRUITING COMMAND DETACHMENT, RESERVE)

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ENLISTED PERSONNEL ACTION REQUEST

FROM: YNC James R. Smith, USNR
TO: Commander, Navy Personnel Command (Pers-91D)
VIA: (1) Commanding Officer, Naval Reserve Recruiting Area
(2) Commander, Naval Reserve Recruiting Command
REF: (a) BUPERSINST 1300.42A

DATE	34	SSN
		NEC (PRI/SEC)
		DUTY PHONE
		HOME PHONE

ENCL:

REQUESTED ACTION

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TYPE	TOUR ADJUSTMENT	CHANGE OF RATE	EXTENSION / REENLISTMENT	SCHOOL	STAR	SCORE	SPECIAL PROGRAM
<input checked="" type="checkbox"/>							
OTHER	(TRANSFER, EXCHANGE OF DUTY, NEW CONSTRUCTION, ETC.)						
DESIRED TIME FRAME	EARLIEST/LATEST	CHOICES: 1ST (TYPE/AREA)	2ND (TYPE/AREA)	3RD (TYPE/AREA)			
1							
REASON FOR REQUEST/AMPLIFYING INFORMATION/OTHER REQUEST							
APPLICATION FOR THE NAVAL RESERVE CAREER RECRUITER FORCE (NRCRF)							
UPON APPROVAL OF THIS REQUEST I WILL ACQUIRE NECESSARY OBLIGATED SERVICE						<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
IF COST TRANSFER IS NOT FEASIBLE I WILL ACCEPT TRANSFER AT NO COST TO THE GOVERNMENT						<input type="checkbox"/> YES	<input type="checkbox"/> NO
DO YOU HAVE ANY OTHER REQUESTS PENDING ACTION IN BUPERS, E.G., FLEET RESERVE, HUMS, SCHOOLS, ETC.,							
<input type="checkbox"/> YES		<input type="checkbox"/> NO		IF YES, EXPLAIN ON THE REVERSE SIDE.			
HAVE YOU PREVIOUSLY SUBMITTED THIS REQUEST				<input type="checkbox"/> YES	<input type="checkbox"/> NO	IF YES, EXPLAIN ON THE REVERSE SIDE.	
PRIVACY ACT STATEMENT: The authority to request this information is contained in 5 USC 301 Departmental Regulations and from E.O. 9397. The principal purpose of the information is to enable you to make known your desires for the various types of duty listed, or some other special assignment consideration. The information will be used to assist officials and employees of the Department of the Navy in determining your future duty assignment. Completion of the form is mandatory except for duty and home phone numbers; failure to provide required information may result in delay in response to or disapproval of your request.							
SIGNATURE: _____							

INDIVIDUAL'S OFFICIAL DATA

NO. OF DEPNS *	LOCATION OF DEPNS *	LOCATION OF HHG *	EDUCATION *	CITZ *	CLEARANCE/BASIS *	DLAB N/A								
DATE REPORTED *	PRESENT PRD *	EAOS/EAOS AS EXTENDED *		SEX *	MILITARY SPOUSE * <input checked="" type="checkbox"/> YES SSN: _____ <input type="checkbox"/> NO									
LAST TWO EVALUATIONS (FILL-IN INDICATED BLOCK NUMBERS). For Evaluation after December 1995, use blocks 33 through 39. Block 40 is for (E1-E6) only														
EVAL BLOCK	27	28	29	30	31	32	33	34	35	36	37	38	39	40
<input type="checkbox"/> YES *	<input type="checkbox"/> NO	ELIGIBLE FOR DUTY REQUESTED												
<input type="checkbox"/> YES *	<input type="checkbox"/> NO	HAS CLEAR RECORD (NO NJP) FOR PAST <u>24</u> MONTHS AS REQUIRED												
<input type="checkbox"/> YES	<input type="checkbox"/> NO	MEETS SECURITY CLEARANCE REQUIREMENTS				<input checked="" type="checkbox"/> N/A								
<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	SECNAV FIND REQUIRED												

C.O.'S ENDORSEMENT

FROM: _____ DATE: _____

TO: _____ PERSONNEL OFFICE PHONE: _____

VIA: YES NO RELIEF REQUIRED _____ MONTHS GAP ACCEPTABLE

YES NO RECOMMENDED

USE REVERSE IF COMMENT DESIRED.

MEMBER UIC: _____ SIGNATURE OF COMMANDING OFFICER: _____

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From: BUREAU OF NAVAL PERSONNEL

To:

Via:

Commander, Naval Reserve Recruiting Area
123 Larchment Road
San Diego, CA 92123

ORIGINATOR'S RETURN ADDRESS

<input type="checkbox"/>	APPROVED:		
<input type="checkbox"/>	ORDERS WILL BE ISSUED OR TRANSFER IN	TO UIC:	
<input type="checkbox"/>	AUTHORIZED TO EXTEND ENLISTMENT TO		
<input type="checkbox"/>	AUTHORIZED TO REENLIST FOR	YEARS	
<input type="checkbox"/>	PRD ADJUSTED TO	BY SEPAC. (ENSURE MEMBER HAS OBLISERV.)	
<input type="checkbox"/>	WILL BE ASSIGNED ON A TEMADDINS/PCS BASIS TO	MOS OBLISERV REQUIRED	SCHOOL
<input type="checkbox"/>	CLCVN		
<input type="checkbox"/>	OTHER:		
<input type="checkbox"/>	DISAPPROVED (LETTER OF EXPLANATION FORWARDED:)	DATE	
<input type="checkbox"/>	RETURNED WITHOUT ACTION:		
<input type="checkbox"/>	NOT ELIGIBLE FOR DUTY REQUIRED.		
<input type="checkbox"/>	REQUEST NOT IN COMPLIANCE WITH		
<input type="checkbox"/>	OTHER (SEE ADDITIONAL INFO.)		
ADDITIONAL INFORMATION:			
DATE	SIGNATURE (By direction)	PERS CODE Pers-	
USE THIS SPACE FOR ADDITIONAL COMMENTS			
Commanding Officer, Naval Reserve Recruiting Area: See attached standard Detachment Endorsement			
On (date) CPO Smith was interviewed and found to be eligible for conversion to the Naval Reserve Career Recruiter Force.			
R. D. STEIN			

NAVPERS 1306/ 7 (REV. 5-96) (EG) BACK

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SAMPLE RECRUITING AREA CO ENDORSEMENT

FIRST ENDORSEMENT on NAVPERS 1306/7 ICO _____, USNR,
_____-_____-_____, (_____/9585) of _____

From: Commanding Officer, Naval Reserve Recruiting _____
To: Commander, Navy Personnel Command (PERS-91D)
Via: Commander, Naval Reserve Recruiting Command (Code 12)

Subj: NAVAL RESERVE CAREER RECRUITER FORCE (NRCRF) APPLICATION

Ref: (a) BUPERSINST 1300.42A

Encl: (1) Copies of member's last three evaluations
(2) One Uncovered, full-length photograph with neutral
background
(3) Documentation of last 3 PRT results

1. Per reference (a), enclosures (1) through (3) are forwarded recommending (approval/disapproval).

2. The following information is provided:

a. EAOS: _____.

b. Date reported to recruiting duty: _____.

c. Expiration date of recruiting orders: _____.

e. Verification of time in paygrade/time in service:

(1) Time in Rate Date: _____.

(2) ADSD: _____.

f. Current position and date(s) assigned as
Recruiter/RINC/Z/S: _____.

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Enclosure (2)

FOR OFFICIAL USE ONLY (When Filled In)

Subj: NAVAL RESERVE CAREER RECRUITER FORCE (NRCRF) APPLICATION

g. Span of control:

(1) (Z/S) In charge of ___ stations.

(2) (RINC) In charge of ___ recruiters.

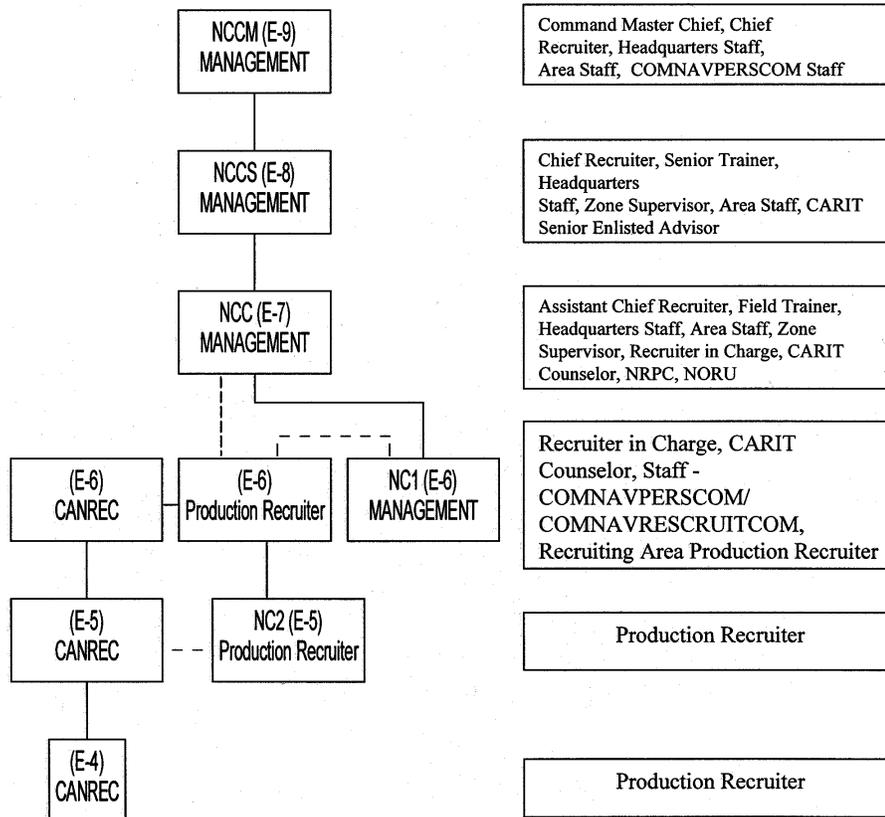
h. Fiscal Year Awards: _____.

3. Commanding Officer's comments - Includes, but not limited to, any known medical problems (include dependents), percent body fat/PRT failures, applicant's analytical ability, and potential for positions of increased responsibility. Specific comments on leadership and training ability are required.

CO SIGNATURE

FOR OFFICIAL USE ONLY (When Filled In)

NRCRF CAREER PATH



————— Designated Path
- - - - - Optional Path