



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

BUPERSINST 1133.29K
NRC N1

30 Sep 2014

BUPERS INSTRUCTION 1133.29K

From: Chief of Naval Personnel

Subj: CAREER RECRUITER FORCE CONVERSION PROCEDURES

Ref: (a) BUPERSINST 1430.16F
(b) NAVPERS 15560D, Naval Military Personnel Manual (MILPERSMAN)
(c) SECNAV M-5510.30
(d) COMNAVCRUITCOMINST 1136.2R
(e) OPNAVINST 6110.1J
(f) OPNAVINST 1160.8A
(g) NAVPERS 15665, Navy Uniform Regulations

Encl: (1) Sample Commanding Officer's Endorsement

1. Purpose

a. To issue policy for application procedures and administration of the Reserve Component (RC) and Active Component (AC) Career Recruiter Force (CRF) communities. This instruction is a complete revision and should be reviewed in its entirety.

b. This instruction was revised to update CRF eligibility requirements, application procedures, and the selection and assignment processes.

2. Cancellation. BUPERSINST 1133.29J.

3. Applicability. This instruction applies to enlisted AC and RC canvasser recruiter (CANREC) personnel requesting lateral transfer into the CRF program.

4. Background. The CRF was established in 1978 to develop a cadre of exceptional recruiting managers to provide consistency and leadership to the Navy's recruiting effort. Navy Recruiting Command (NAVCRUITCOM) manages the size, qualifications, and career path of the CRF community.

5. Eligibility

a. The CRF is open to personnel who are currently assigned to recruiting duty with Navy enlisted classification (NEC) codes 9585, 9586, and 9587, and to personnel who have previously completed a successful tour as a recruiter and desire to convert to the Navy Counselor (Recruiter) (NCR) rating (NEC 2186).

b. Personnel must meet the following eligibility guidelines:

(1) Applicants must be in pay grades E5 through E7. All E5 personnel, regardless of component, who apply for the CRF must meet all eligibility requirements for advancement to the next higher pay grade per reference (a).

(2) Meet current screening requirements for recruiters per reference (b), MILPERSMAN 1306-964 and 1306-965.

(3) Have a favorably completed and adjudicated National Agency Check with Local Agency Check and Credit Checks, per reference (c).

(4) Receive a strong, positive endorsement from his or her commanding officer (CO).

(5) Have completed personnel qualification standard (PQS) requirements for applicable program per reference (d). Prior recruiters applying may use leading petty officer (LPO), work center supervisor, and other fleet leadership positions to substitute for station LPO or leading chief petty officer (LCPO) qualification. These positions held by the applicant must be well documented in evaluations.

(6) Be within 18 months of projected rotation date (PRD) This does not apply to applicants currently serving on their second tour of recruiting duty. If Sailor is requesting a component change, he or she must be within 12 months of end of active obligated service (EAOS) or soft EAOS. Refer to MILPERSMAN 1306-1502 for details.

(7) Must have served a minimum of 18 months on recruiting duty.

(8) Be within Navy body fat standards per reference (e). Any two documented failures within the last 4 years as of the date of the board render the applicant ineligible. No waiver is authorized.

(9) No non-judicial punishment, court-martial conviction, civilian conviction, significant involvement with civilian authorities, or moral or integrity violations within the past 72 months. Waivers may be authorized on a case-by-case basis.

(10) Warfare qualification, although highly desirable, is not mandatory.

(11) If serving on a selective reenlistment bonus enlistment, the member must be within 9 months of EAOS to be eligible for lateral conversion. Per reference (f), conversion must not take place earlier than 3 months prior to EAOS.

(12) If receiving continuous submarine pay (CONSUBPAY) while on shore duty, the member will have his or her CONSUBPAY terminated as of the date of selection. If receiving CONSUBPAY on sea duty, the member will no longer be eligible as of the date of selection. The member will commence receiving operational submarine pay (SUBPAY) on a month-by-month basis until detachment.

(13) If selected, member's PRD may be adjusted but not to exceed 48 months at current Navy recruiting district (NAVCRUITDIST). Request for PRD adjustments shall be requested via a NAVPERS 1306/7 Enlisted Personnel Action Request to Navy Personnel Command (NAVPERSCOM), Career Recruiter Assignment Branch (PERS-4010C).

(14) Nuclear power trained personnel, E-6 and below, with less than 10 years of time in service who lose their NECs or are permanently removed from the Navy Nuclear Power Program are eligible for conversion.

c. The following personnel are not eligible to apply:

(1) Nuclear-trained electronics technicians, electrician mates, and machinist's mates.

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

(3) Personnel with an approved Fleet Reserve date.

(4) Reserve personnel not able to complete 20 years of active duty service prior to reaching age 60.

(5) Personnel with less than 36 months to high year tenure, based on board convening month.

Note: Waivers are not authorized for eligibility requirements in paragraphs 4c(1)-(5) of this instruction.

6. Active or Reserve CRF Programs

a. Active or Reserve Management - CRF

(1) Personnel must have completed PQS and be qualified for recruiter and station LPO or LCPO per reference (c).

(2) Personnel selected for Active or Reserve CRF Management will attend CRF Leadership Academy upon transfer from their current duty station.

(3) Personnel selected for Management Navy Reserve (NR) CRF - (NRCRF) are subject to PCS transfer within 12 months of selection.

b. Active or Reserve CRF Hometown Recruiter (CRFHR NEC 2187)

(1) Personnel can only apply while currently serving on recruiting duty.

(2) Hometown recruiters are not eligible for PCS transfers. Members selected will not transfer from current duty station unless selected for E7. The members will then be automatically subject to PCS transfer and immediate conversion to active or full-time support (FTS) Management CRF (NEC 2186).

(3) Personnel must have completed PQS for recruiter and be qualified per reference (d).

7. Application Procedures

a. Personnel desiring to convert to CRF will submit an application via their CO, directly to NAVCRUITCOM, CRF Program Manager (N115A), 5722 Integrity Drive, Building 784, Millington, TN 38054-5057.

b. Applications shall include 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." This must be signed by the member and witnessed.

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

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

(b) Certify that the applicant meets all physical readiness standards per reference (e). A statement regarding the applicant's compliance with height and weight and body composition assessment standards is required.

(c) Certify what position(s) the member qualified in while on recruiting duty and from what NAVCRUITDIST. If member is a fleet applicant and is requesting a PQS waiver, his or her CO's comments are required.

(3) Submit a copy of NAVPERS 1070/881 Enlisted Qualifications History documenting the member's recruiter and station LPO or LCPO qualifications.

(4) Submit copies of member's last five performance evaluation reports.

(5) Per reference (b), MILPERSMAN 1306-964 and MILPERSMAN 1306-965, submit copy of NAVPERS 1306/93 Recruiting Duty Screening. If member has visible tattoos, ensure compliance with reference (g).

(6) Applicants submit a letter stating why they want to be a CRF.

(7) Submit a full length color picture, front and back, of member in uniform. Photographs will be taken uncovered against a contrasting background; the applicants name and date the photograph was taken must appear in the photo.

Note: Ensure social security number has been removed from all documents, i.e. blackened.

8. Application Procedures for CRFHR (NEC 2187) applying for CRF Management (NEC 2186)

a. CRFHRS (NEC 2187) desiring to convert to CRF Management (NEC 2186) shall submit an application, via their NAVCRUITDIST CO, to their Navy recruiting region.

b. Applications shall include the following:

(1) CO's endorsement (sample provided in enclosure (1)), as a minimum, shall include:

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

(b) Certify that the applicant meets all physical readiness standards per reference (d). A statement regarding the applicant's compliance with height and weight and body composition assessment standards is required.

(2) Submit copy of NAVPERS 1070/881 documenting the member's recruiter and station LPO qualifications.

(3) Submit copies of member's last five performance evaluation reports.

Note: Waivers to the above requirements are not authorized.

9. Conversion. The selection process consists of the following steps:

a. An administrative conversion board will be held as needed and as determined by NAVCRUITCOM and Bureau of Naval Personnel (BUPERS), Enlisted Community Manager (ECM), Career Recruiter Force (BUPERS-326), to consider applicants for conversion to CRF.

Applicant requests are forwarded by NAVCRUITCOM (N1115A) to BUPERS (BUPERS-326) for distribution to the applicant's respective ECM to consider release from the applicant's rating.

b. Respective ECMS will determine if manning within the applicant's rating will allow the member to be released for conversion to CRF. Only applicants that are released by their ECM will be considered by the NAVCRUITCOM conversion board. A listing of all applicants approved for release by ECMS shall be returned to NAVCRUITCOM (N1115A) via BUPERS (BUPERS-326).

c. Conversion packages of ECM approved applicants will be staffed by NAVCRUITCOM (N1115A) for review by the conversion board. The conversion board will consist of four members at a minimum to include a NAVCRUITCOM officer (O5/O6) who will function as the board president and three additional NAVCRUITCOM personnel, E9 or above.

d. Commander, Navy Recruiting Command will release final results by naval message. Those applicants currently on recruiting duty and that are approved for CRF shall be immediately converted to NCR (NEC 2186).

e. Fleet personnel selected shall be immediately assigned temporary NEC 2199 and rotated at their current PRD. Fleet personnel shall take their current rating's Navy-wide advancement examination until successfully graduating from the CRF Academy. For any modification to current PRD, members shall submit a NAVPERS 1306/7 to NAVPERSCOM (PERS-4010C), via their chain of command.

f. If selected to the NRCRF, members will be released from their current reserve enlistment and enlisted in the FTS program within 60 days. The initial term of enlistment for NRCRF personnel will be 48 months. CRFHR personnel will not be assigned a PRD.

10. Assignment. Contact NAVPERSCOM (PERS-4010C) for guidance on assignment policies and procedures and to discuss future duty preferences. Duty assignments shall be made using the following guidelines.

a. Approved applicants will be assigned permanently to the CRF community for the remainder of their naval career unless approved for rating reversion or submitted for forced conversion due to loss of confidence in their ability to perform as a career recruiter.

b. The new Active and Reserve Management CRF (NEC 2186) recruiter shall attend the CRF Academy in Pensacola, Florida in conjunction with PCS orders to his or her initial assignment as a CRF. Active or Reserve CRFHR (NEC 2187) will not attend the CRF Academy. Upon notification of approval, members should contact NAVPERSCOM (PERS-4010C) at commercial (901) 874-3868/DSN 882 to negotiate orders to a NAVCRUITDIST.

11. Points of Contact. For questions pertaining to CRF application procedures, conversion process, or career opportunities contact NAVCRUITCOM (N1115A) at commercial (901) 874-9136/9292/DSN 882 or NAVPERSCOM, CRF/CANREC Plans and Policy Coordinator (PERS-922) at commercial (901) 874-4343/DSN 882.

12. Forms

a. NAVPERS 1070/613 Administrative Remarks, and NAVPERS 1306/7 Enlisted Personnel Action Request, and NAVPERS 1306/93 Recruiting Duty Screening are available at <http://www.npc.navy.mil/>.

b. NAVPERS 1070/881 Enlisted Qualifications History can be generated from the Navy Standard Integrated System.



DAVID. F. STEINDL
Deputy Chief of Naval Personnel

Distribution:
Electronic only, via BUPERS Web site
<http://www.npc.navy.mil/>

30 Sep 2014

SAMPLE COMMANDING OFFICER'S ENDORSEMENT1133
Ser 00/
Date

FIRST ENDORSEMENT on MM1(SW) David Sailor, USN, NAVPERS 1306/7
of (date)

From: Commanding Officer, Navy Recruiting District Successful
To: Commander, Navy Recruiting Command (N1115A)

Subj: NAVY COUNSELOR (CAREER RECRUITER FORCE) CONVERSION ICO
MM1(SW) DAVID SAILOR, USN

Ref: (a) BUPERSINST 1133.29K
(b) NAVPERS 15560D, Navy Military Personnel Manual
(MILPERSMAN)
(c) COMNAVCRUITCOMINST1136.2R
(d) OPNAVINST 6110.1J
(e) OPNAVINST 1160.6B
(f) NAVPERS 15665, Navy Uniform Regulations

Encl: (1) NAVPERS 1306/7 Enlisted Personnel Action Request
(2) NAVPERS 1070/613 Administrative Remarks
(3) NAVPERS 1070/604 Enlisted Qualifications History
(4) NAVPERS 1306/93 Recruiting Duty Screening Form
(5) NAVPERS 1616/26 of _____
(6) NAVPERS 1616/26 of _____
(7) NAVPERS 1616/26 of _____

1. Per reference (a), forwarded with my strongest recommendation for immediate conversion to the Career Recruiter Force (CRF). As a recruiter in Navy Recruiting Station Anywhere, he was responsible for the station winning Small Station of the Year for fiscal year 20XX. Elevated to station leading petty officer, 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.

Enclosure (1)

30 Sep 2014

Subj: NAVY COUNSELOR (CAREER RECRUITER FORCE) CONVERSION ICO
MM1(SW) DAVID SAILOR, USN

His demonstrated leadership and team building skills earned my support for the position of station leading petty officer of a large station.

2. I certify that Petty Officer Sailor meets the guidelines set forth in references (a) through (f), in that he:

a. Is certified in the positions of recruiter and or station leading petty officer at NAVCRUITDIST Successful.

b. Meets all physical readiness standards and is in full compliance with the height and weight and body composition standards.

c. Meets all screening qualifications per reference (b), MILPERSMAN 1306-94 and MILPERSMAN 1306-95.

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

G. O. NAVY

Copy to:

NAVCRUITREG (Appropriate NAVCRUITREG commander, if currently
on recruiting duty)

MM1(SW) Sailor