



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

BUPERSINST 1150.1E
NRC N1
22 May 2023

BUPERS INSTRUCTION 1150.1E

From: Chief of Naval Personnel

Subj: POLICIES AND ADMINISTRATIVE PROCEDURES FOR THE HOMETOWN
AREA RECRUITING PROGRAM AND OFFICER HOMETOWN AREA
RECRUITING PROGRAM

Ref: (a) NAVPERS 15560D, Military Personnel Manual (MILPERSMAN)

Encl: (1) Hometown Area Recruiting Program (HARP)
(2) Officer Hometown Area Recruiting Program (OHARP)

1. Purpose

a. To issue policy and administrative procedures for the Hometown Area Recruiting Program (HARP) and Officer Hometown Area Recruiting Program (OHARP).

b. Major revisions to this instruction include expanding time allowed for HARP duty from 12 days to 30 days, removed the no waivers will be granted clause for personnel with a general education development (GED), and increased the maximum days allowed for OHARP from 14 - 90 to 179 days.

2. Cancellation. BUPERSINST 1150.1D.

3. Scope and Applicability. This instruction is applicable to Regular Navy and Navy Reserve personnel serving in an active duty status.

4. Background. HARP and OHARP returns outstanding Navy personnel to their hometowns to temporarily assist local recruiters in locating and enlisting or commissioning qualified individuals.

5. Action. Addressees will adhere to policies and administrative procedures contained in reference (a) articles 1306-900 and 1320-306, and enclosures (1) and (2).

6. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned for the standard subject identification codes (SSIC) 1000 through 13000 series, per the records disposition schedules, located on the Department of the

Navy/Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD) portal page at: <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact your local records manager or the DON/AA DRMD program office.

7. Review and Effective Date. Per OPNAVINST 5215.17A, Navy Recruiting Command (NAVCRUITCOM), Human Resources Department (N1) will review this instruction annually on 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 the instruction is no longer required, it will be processed for cancellation as soon as the cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.

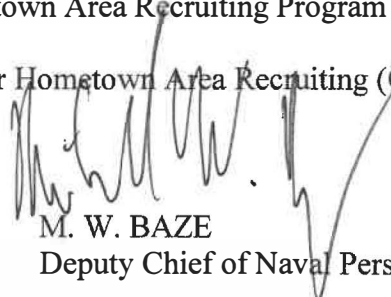
8. Forms

a. The following NAVPERS forms are available at: <https://www.mynavyhr.navy.mil/References/Forms/NAVPERS/>.

- (1) NAVPERS 1070/613 Administrative Remarks
- (2) NAVPERS 1306/92 Special Program Screening Form
- (3) NAVPERS 1306/93 Recruiting Duty Screening

b. The following NAVCRUIT forms are available to users with common access card authorization at: [N0 - NRC Directives - Instructions \(sharepoint-mil.us\)](https://sharepoint-mil.us/N0-NRC-Directives-Instructions).

- (1) NAVCRUIT 1150/4 Hometown Area Recruiting Program (HARP)
- (2) NAVCRUIT 1150/5 Officer Hometown Area Recruiting (OHARP) Program Request



M. W. BAZE
Deputy Chief of Naval Personnel

Releasability and distribution:

This instruction is cleared for public release and is available electronically only via MyNavy HR Web site at: <https://www.mvnavyhr.navy.mil/References/Instructions/BUPERS-Instructions/>.

HOMETOWN AREA RECRUITING PROGRAM (HARP)

1. Background. HARP is a non-funded program in which enlisted personnel return to their hometowns for 30 days to assist local recruiters by relating their Navy experiences to their peers. Participants should be prepared to visit high schools, prior places of employment, and community locations where peers gather to discuss Navy opportunities while wearing the uniform of the day. Service members who participate in the program do so either on permissive, no-cost temporary additional duty (TEMADD) orders or while on leave in conjunction with permanent change of station (PCS) orders.

2. Criteria

a. Per reference (a) article 1306-900, personnel must be screened by the commanding officer (CO) to determine their suitability for participation in the program using NAVPERS 1306/92 Special Program Screening, sections A and D with a strong CO's endorsement. HARP participants must exemplify the highest standards of military appearance, conduct, and courtesy.

b. There are no age, pay grade, or rating restrictions; however, junior enlisted personnel are especially encouraged to participate.

c. HARP volunteers must be high school graduates from the town where they desire to participate in HARP. Service members must have a minimum of 1-year aboard first permanent duty station.

d. HARP participants are required to provide their own transportation to and from the assigned Navy recruiting station and must check-in and out in-person with the recruiter in charge in the uniform of the day.

e. Volunteers must not be in a limited duty status due to illness or have any physical incapacity that could limit their participation in the program. Personnel medically authorized to wear beards must be approved by the CO of the Navy Talent Acquisition Group (NAVTALACQGRU) having administrative control. Pregnant volunteers may participate in HARP if the CO, in consultation with health care providers, determines they are physically capable of performing HARP.

f. Requests for HARP participation, as a substitute for humanitarian assignment or leave, will not be accepted.

g. Blackout dates are the week of Thanksgiving, the last 2 weeks of December, and the 1st week of January. During these dates, no HARP requests will be approved.

3. Procedures for Submitting HARP Requests

a. Navy Recruiting Command (NAVCRUITCOM) is the approval authority for HARP requests. After receiving command approval, command career counselors (CCC) will submit HARP requests in writing to N1 at least 30 days prior to the desired date for no-cost TEMADD orders.

b. Requests may be submitted to NAVCRUITCOM (underscore) e-mail at: mailto:NRC_HQ_N1_OHS@us.navy.mil. E-mail copy must show all signatures.

c. All requests must be filled out using NAVCRUIT 1150/4 Hometown Area Recruiting Program (HARP) or NAVPERS 1306/93 Recruiting Duty Screening at: https://flankspeed.sharepoint-mil.us/sites/MYNAVYHR_NRC. All other forms will not be accepted.

4. HARP in Conjunction with PCS Orders. Service members requesting to participate in HARP duty in conjunction with PCS orders must submit HARP requests to NAVCRUITCOM Total Force Manpower (N1) 6 to 9 months prior to the desired date (before PCS orders are finalized). N1 must submit all approved HARP requests to the Service member's detailee to write the no-cost temporary duty (TEM DU) in the orders, along with approved dates. Participants must obtain NAVPERS 1070/613 Administrative Remarks from the Navy recruiting station leading chief petty officer/leading petty officer signed by the CO of the NAVTALACQGRU where Service member was assigned documenting the Service member's participation in the HARP Program. Upon reporting to the next duty station, such documentation will constitute the authority for the servicing personnel support detachment to credit the Service member with 12 days of non-chargeable leave.

5. Confirmation of HARP Requests. N1 will confirm all HARP requests as soon as possible. If confirmation has not been received within 3 weeks after submission or 1 to 2 weeks prior to requested start date, the CCC should contact N1 at: COM (901) 874-9202/DSN 882. N1 will provide the NAVTALACQGRU address, phone number, and approved dates of participation. The parent command will issue TEMADD orders accordingly.

6. Cancellations and Modifications. Commands must notify N1 of any cancellations or date modifications as far in advance as possible.

7. No-Show for HARP Duty. Commands will be notified for Service members who are a no-show for HARP duty. Once the command has been notified, the member should be charged the applicable days of leave on the member's request.

OFFICER HOMETOWN AREA RECRUITING PROGRAM (OHARP)

1. Background. OHARP returns Navy officers to their hometown areas for 179 days to assist officer recruiters in locating individuals for Navy officer programs. Participants should be prepared to accompany the NAVTALACQGRU's officer recruiters on visits to colleges and universities, centers of influence, and community events. Participants in OHARP duty will wear the uniform of the day and will be expected to discuss Navy opportunities and career paths.
2. Criteria
 - a. Ideally, the participant should be a current or former resident of, or have attended college in, the area served by the NAVTALACQGRU in which OHARP participation is desired.
 - b. There are no age or rank restrictions.
 - c. The period of OHARP is determined by the member; however, is subject to approval by N1 and the officer's detailer, if utilized in conjunction with PCS orders. Exact dates of OHARP duty in conjunction with PCS orders is determined solely by the officer's detailer.
 - d. OHARP participation is not a substitute for humanitarian assignment or leave. Waivers will not be accepted.
3. No-Cost TEMADD or TEMDU. Officers volunteering to participate in OHARP do so on permissive, no-cost TEMADD orders or on no-cost TEMDU orders in conjunction with PCS orders. OHARP volunteers accept the TEMADD or TEMDU assignment with the understanding that they will not be entitled to reimbursement for any travel, transportation, per diem, or miscellaneous expenses connected with this duty per reference (a). If the volunteer elects not to bear this expense, participation in the program must be cancelled by notifying N1 and the respective detailer, if in conjunction with PCS orders prior to the scheduled reporting date.
4. Funded TEMADD (Travel and Per Diem Authorized). Dependent upon Navy's accession requirements, (community specific) funding for officers to travel to the location of the college they attended may be provided. Funding for travel and per diem will be provided for the period, as determined by the funding authority. Service members should contact detailer to determine if funding is available.
5. Procedures for Submitting OHARP Requests. Volunteers should submit OHARP requests in writing using NAVCRUIT 1150/5 Officer Hometown Area Recruiting (OHARP) Program Request at: https://flankspeed.sharepoint-mil.us/sites/MYNAVYHR_NRC. An endorsement from the CO will be required if not conducting OHARP in conjunction with PCS orders. Requests may be submitted by e-mail at: NRC_HQ_N1_OHS@us.navy.mil to N1 at least 30 days prior to the desired date for no-cost TEMADD orders and 6 to 9 months prior to the desired date (before PCS orders are finalized) for no-cost TEMDU orders.

a. Officer candidate school (OCS) and medical accessions may participate in OHARP on a TEMDU basis only. Individuals will normally participate upon completion of their OCS or medical school training period.

b. Requests for OHARP TEMDU will be submitted by memorandum via the initial assignment counselors at the Naval Academy Preparatory School, Education Service Office (Code 04D) not later than the 4th week of training.

c. Late requests will be considered on a case-by-case basis if submitted by the 5th week of training. Requests received after the 5th week of training will not be considered.

d. Aviation officers who are students in flight training squadrons and all other officers may participate in OHARP on a TEMADD or TEMDU basis.

6. Confirmation of OHARP Requests. OCS requests will be confirmed upon receipt of PCS orders. TEMDU requests will be confirmed after the detailer's approval.

7. TEMADD Requests. TEMADD requests will be confirmed by N1 as soon as possible. If confirmation of a TEMADD request has not been received within 3 weeks after submission of the OHARP request, contact N1 at: COM (901) 874-9202/DSN 882.

8. Cancellations and Modifications. Commands must notify N1 of any cancellations or date modifications as far in advance of the OHARP assignment as possible.