



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

BUPERSINST 1150.2
NRC N10
7 May 2022

BUPERS INSTRUCTION 1150.2

From: Chief of Naval Personnel

Subj: POLICIES AND ADMINISTRATION PROCEDURES FOR THE SENIOR MINORITY ASSISTANCE TO RECRUITING PROGRAM

**Ref: (a) NAVPERS 15560D, Military Personnel Manual (MILPERSMAN)
(b) OPNAVINST 5726.8C Outreach: America's Navy**

Encl: (1) Senior Minority Assistance to Recruiting Program (SEMINAR)

1. **Purpose.** To issue policy and administrative procedures for Senior Minority Assistance to Recruiting Program (SEMINAR).
2. **Cancellation.** BUPERSINST 1150.1C.
3. **Scope and Applicability.** This instruction is applicable to Regular Navy and Navy Reserve personnel serving in an active duty status.
4. **Background.** The SEMINAR Program was established to assist the Navy in its effort to inform, attract, influence, and hire high-quality Black, Hispanic, Asian/Pacific Islander, and Native Americans from America's diverse talent pool and enhance the Navy's image in these communities.
5. **Action.** Addressees will adhere to policies and administrative procedures contained in reference (a), articles 1301-208, 1306-900, and 1320-306, and enclosure (1). Individuals may submit SEMINAR requests using NAVCRUIT 1150/3 Senior Minority Assistance to Recruiting (SEMINAR) Program.
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 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), Outreach and Diversity Department (N10) will review this instruction annually around 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. Form. NAVCRUIT 1150/3 Senior Minority Assistance to Recruiting (SEMINAR) Program is available via the MPTE Portal to users with common access card authorization at: <https://mpte.navy.deps.mil/sites/nrc/NRC%20Directives/NRC%20Forms/Navy%20Recruiting%20Forms/01000-01999%20Forms>.



A. HOLSEY
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.mynavvhr.navy.mil/References/Instructions/BUPERS-Instructions/>.

SENIOR MINORITY ASSISTANCE TO RECRUITING PROGRAM (SEMINAR)

1. Background. SEMINAR temporarily returns high quality officers and senior enlisted personnel, especially graduates of minority serving institutions, to their hometowns for a period of 20 days to meet with local community leaders and high school and college students to discuss the plethora of education, career, and advancement opportunities the Navy has to offer.
2. Criteria
 - a. SEMINAR participants must be volunteers in pay grades E-6 through O-6.
 - b. Although the program specifically targets Black, Hispanic, and Asian/Pacific Islander communities, participation is open to others who desire to participate.
 - c. There are no age or rating restrictions.
 - d. SEMINAR duty cannot be combined with Officer Hometown Area Recruiting Program (OHARP) or Hometown Area Recruiting Program (HARP) on the same set of permanent change of station (PCS) orders.
 - e. A maximum of 100 officers and 100 enlisted personnel will be approved for SEMINAR duty per fiscal year. This limitation is subject to review, based on PCS funding.
3. Procedures for Submitting SEMINAR Requests. Individuals may submit SEMINAR requests using NAVCRUIT 1150/3 Senior Minority Assistance to Recruiting (SEMINAR) Program Request. Requests may be submitted by electronic mail to: N10_Dept@us.navy.mil 6 to 9 months prior to the desired date (before PCS orders are finalized). Requests should be accompanied by an endorsement from the volunteer's commanding officer.
4. SEMINAR in Conjunction with PCS Orders. SEMINAR is performed in conjunction with PCS orders and, in most cases; the participant is entitled to per diem and travel allowances. SEMINAR volunteers are administratively assigned for check-in and check-out procedures to the Navy Talent Acquisition Group (NAVTALACQGRU) having administrative control for the particular hometown area. Temporary additional duty assignments in the SEMINAR Program are not permitted. A list of NAVTALACQGRUs with contact information may be found at Navy Recruiting Command's official Web site: <https://www.cnrc.navy.mil/pages-nrd/regions/nrc-commands.html>.
5. Confirmation of SEMINAR Requests. N10 will confirm SEMINAR requests as soon as possible after the detailer has approved funding. SEMINAR request status may be obtained by contacting N10 at: N10_Dept@us.navy.mil.
6. Cancellations and Modifications. Detailers must notify N10 of any cancellations or date modifications as far in advance of the SEMINAR assignment as possible to facilitate coordination with detailers.