



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

BUPERSINST 1133.29M
NRC N1
13 Nov 2018

BUPERS INSTRUCTION 1133.29M

From: Chief of Naval Personnel

Subj: CAREER RECRUITER CONVERSION PROCEDURES

Ref: (a) BUPERSINST 1430.16F
(b) NAVPERS 15560D, Naval Military Personnel Manual
(c) SECNAV M-5510.30
(d) SECNAV Washington DC 212030Z Jan 16 (ALNAV 005/16)
(e) COMNAVCRUITCOMINST 1136.2R
(f) OPNAVINST 6110.1J
(g) CNO Washington DC 031159Z Aug 15 (NAVADMIN 178/15)
(h) OPNAVINST 1160.8A
(i) NAVPERS 15665, Navy Uniform Regulations
(j) COMNAVCRUITCOM 5400.2F

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.

b. This instruction was revised to update CRF eligibility requirements, application procedures, and the selection and assignment processes. This instruction is a complete revision and should be read in its entirety.

2. Cancellation. BUPERSINST 1133.29L.

3. Scope and Applicability. This instruction applies to enlisted AC and RC canvasser recruiter personnel requesting lateral conversion in to 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. Due to the distinct purpose and unique nature of duties involved in the CRF, the quality of personnel selected is of paramount importance and requires strict adherence to eligibility criteria, procedures, and policy for conversion to CRF. Navy Recruiting Command (NAVCRUITCOM) manages the qualifications, and career path of the CRF community. The Bureau of Naval

Personnel (BUPERS), Administrative and Media Enlisted Community Manager (ECM) (BUPERS-326) manages the health and eligibility requirements 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 803R, 804R, and 805R and to personnel who have previously completed a successful tour as a recruiter and desire to convert to the Navy counselor (recruiter) (NCR) rating (NECs 800R and 801R).

b. Personnel must meet the following eligibility guidelines:

(1) Have no marks below 3.0 in previous 3 years of performance evaluations

(2) Must be in pay grades E5 through E7

(3) Meet current screening requirements for recruiters per reference (b), MILPERSMAN 1306-964

(4) Have a favorably completed and adjudicated National Agency Check with Local Agency Check and Credit Checks, per reference (c), or a case type tier 3 per reference (d)

(5) Receive a strong, positive endorsement from the commanding officer (CO) and, if assigned to recruiting duty, the chief recruiter (CR)

(6) Per reference (e), complete personnel qualification standards (PQS) for applicable program. 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 must be well documented in the applicant's evaluations.

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

(8) Served a minimum of 16 months on recruiting duty

(9) Per references (f) and (g), must be within physical readiness standards, either having passed or been properly waived from the last 3 years of physical fitness assessments (PFAs). Sailors with a PFA failure in the 3-year period preceding application will not be considered for conversion.

(10) 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 by BUPERS-326.

(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 (h), conversion must not take place earlier than 3 months prior to EAOS.

(12) If receiving continuous submarine pay (CONSUBPAY) while on shore duty, members will have their CONSUBPAY terminated as of the date of selection. If receiving CONSUBPAY on sea duty, members will no longer be eligible as of the date of selection. Members will commence receiving operational submarine pay 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), Navy Talent Acquisition Group (NTAG), or Talent Acquisition Onboarding Center (TAOC). Request for PRD adjustments must be requested via NAVPERS 1306/7 Enlisted Personnel Action Request to Navy Personnel Command (NAVPERSCOM) Career Recruiter Leading Detailer (PERS-4010C).

(14) Nuclear-power-trained personnel 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's 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 from their PRD

Note: Waivers are not authorized for eligibility requirements in paragraph 5, with the exception of subparagraph 5b(10).

6. Active or Reserve CRF Programs

a. Active or reserve CRF Management (NEC 800R):

(1) Personnel assigned to NAVCRUITDISTs must have completed PQS and be qualified for recruiter and station LPO or LCPO per reference (e). Personnel assigned to NTAG/TAOC must have completed the PQS for all disciplines.

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

(3) RC personnel selected for CRF Management are subject to PCS transfer within 12 months of selection.

b. Active or Reserve CRF Hometown Recruiter (CRFHR) (NEC 801R)

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

(2) CRFHR selectees are not eligible for PCS transfers. Members selected will not transfer from current duty station unless selected for E7. Those selected for E7 will be automatically subject to PCS transfer and immediate conversion to active or full-time support (FTS) Management CRF (NEC 800R).

(3) Personnel must have completed PQS for recruiter and be qualified per reference (e) or have completed the PQS for all disciplines.

7. Application Procedures. Personnel desiring conversion to CRF must submit a NAVPERS 1306/7 to BUPERS Enlisted Community Management Division (BUPERS-32) via their CO, requesting release from their community for CRF conversion consideration. Applicant NAVPERS 1306/7s are forwarded by BUPERS-32 to the applicant's respective ECM for considering community release for conversion. If released, members have 30 days from the date of approval to submit their application, via their CO, directly to NAVCRUITCOM, CRF Program Manager (N115).

a. Application must include the following:

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

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

(b) Certification 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) Certification of the position(s) that the member qualified in while on recruiting duty. Certification must clearly identify the command that issued it (i.e., NAVCRUITDIST, NTAG, or TAOC),

(d) NEC recommendation CRF Management (NEC 800R) or CRF Hometown (NEC 801R),

(2) CR's endorsement (if currently on recruiting duty),

(3) NAVPERS 1306/7, which must state CRF Management (NEC 800R) or CRF Hometown (NEC 801R),

(4) Official copy of the applicant's last 5 years of NAVPERS 1616/26 Evaluation Reports and Counseling Record,

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

(6) Copies of NAVPERS 1070/881 Enlisted Qualifications History, documenting the member's recruiter, station LPO, LCPO qualifications, enlisted qualifications history or Navy Standard Integrated Personnel System (NSIPS) equivalent and certificates indicating completion of all CRF proficiency requirements,

(7) 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;

(8) Applicant's letter stating why he or she desires to be a CRF

(9) NAVPERS 1306/7 signed by the CO or officer in charge (cannot be "by direction"). Member must state request for CRF Management (NEC 800R) or CRF Hometown (NEC 801R),

(10) A full-length color picture, front and back, of member in the service uniform. Photographs will be taken uncovered against a contrasting background with the applicant's name and date. The date the photograph was taken must appear in the photograph;

(11) Copy of Physical Readiness Information Management System (PRIMS) report showing physical fitness assessment results for 3 years prior to application date.

Note: Ensure social security numbers have been removed from all documents (i.e., blackened).

8. Conversion

a. An administrative conversion board will be held as needed and as determined by Commander, Navy Recruiting Command (COMNAVCRUITCOM) to consider applicants for conversion to CRF.

- b. Only conversion packages that have been released for conversion by the current rating ECM will be reviewed at the conversion board.
 - c. The conversion board will consist of a minimum of three CRF master chief petty officers and an O4-O6 to serve as the board's president. The National CR has the discretion to change the board composition prior to board proceedings. NAVCRUITCOM (N1) will notify applicants of selection via naval message.
 - d. Active duty CRF selectees currently on recruiting duty will be immediately converted to CRF (NEC 800R or NEC 801R).
 - e. RC CRF selectees (NEC 800R and 801R) will be released from their current reserve enlistments and enlisted in to the FTS or AC community as directed by naval message, ~~p~~ within 30 days of the date of the naval message. The initial term of enlistment will be for 36 months.
 - f. Fleet selectees for CRF Management will be immediately assigned temporary NEC 2199 and transferred at their current PRD. Members will attend the CRF Academy in conjunction with PCS orders and will be converted to CRF (NEC 800R) upon successful completion. Fleet personnel will take their current rating examinations until successfully graduating from the CRF Academy. For any modification to current PRD, members must submit a NAVPERS 1306/7 to NAVPERSCOM Shore Special Programs Distribution Branch (PERS-4010) via their chain of command.
9. Assignment. Contact PERS-4010C for guidance on assignment policies and procedures and to discuss future duty preferences. Duty assignments will be made using the following guidelines.
- a. Prior to issuance of orders per reference (b), MILPERSMAN 1306-965, a completed NAVPERS 1306/92 Special Programs Screening Form must be forwarded to PERS-4010C within 30 days of receipt of the screening message.
 - b. 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. Reference (j) provides force conversion procedures.
 - c. Upon notification of approval, new Active and Reserve Management CRF (NEC 800R) members should contact NAVPERSCOM (PERS-4010C) at commercial (901) 874-3161/DSN 882 to negotiate orders to a NAVCRUITDIST, NTAG, or TAOC.
10. Points of Contact. For questions pertaining to CRF application procedures, conversion process, or career opportunities contact BUPERS-326 at commercial (901) 874-2978/DSN 882.

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11. 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, 2000, and 4000 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> . For SSIC 3000 series dispositions, please refer to part III, chapter 3, of Secretary of the Navy Manual 5210.1 of January 2012.

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.

12. Review and Effective Date. Per OPNAVINST 5215.17A, BUPERS-05 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.

13. Forms

a. The following forms are available for download at <http://www.npc.navy.mil>:

- (1) NAVPERS 1070/613 Administrative Remarks
- (2) NAVPERS 1306/7 Enlisted Personnel Action Request
- (3) NAVPERS 1306/92 Special Programs Screening Form
- (4) NAVPERS 1306/93 Recruiting Duty Screening

b. NAVPERS 1070/881 Enlisted Qualifications History can be generated from NSIPS.



J. W. HUGHES
Deputy Chief of Naval Personnel

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Releasability and distribution:

This instruction is cleared for public release and is available via BUPERS Web site,

<http://www.npc.navy.mil/>

SAMPLE COMMANDING OFFICER'S ENDORSEMENT

1133
Ser 00/
Date

From: Commanding Officer, Navy Recruiting District Successful/Navy Talent Acquisition Group/Talent Acquisition Onboarding Center

To: Commander, Navy Recruiting Command (N1)

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

Ref: (a) BUPERSINST 1133.29M
(b) NAVPERS 15560D, Navy Military Personnel Manual (MILPERSMAN)
(c) COMNAVCRUITCOMINST 1136.2R
(d) OPNAVINST 6110.1J
(e) NAVPERS 15665, Navy Uniform Regulations

Encl: (1) Chief Recruiter's Endorsement
(2) NAVPERS 1306/7 Enlisted Personnel Action Request
(3) NAVPERS 1616/26 of _____
(4) NAVPERS 1306/93 Recruiting Duty Screening
(5) NAVPERS 1070/881 Enlisted Qualifications History
(6) NAVPERS 1070/613 Administrative Remarks
(7) Member's statement "Why CRF"
(8) Photograph
(9) PRIMS History

1. Per reference (a), forwarded with my strongest recommendation for immediate conversion to the Navy counselor (Career Recruiter Force (CRF)) rating. As a recruiter in Navy Recruiting Station Anywhere, Petty Officer Sailor 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. His demonstrated leadership and team building skills earned my support for station leading petty officer of a large station.

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

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

Enclosure (1)

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

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 1306-964.

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:
MM1(SW) Sailor