

CHAPTER 57



NAVY COUNSELOR (RECRUITER) (NCR)

NAVPERS 18068F-57K
Change 100

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NAVY ENLISTED OCCUPATIONAL STANDARD

FOR

NAVY COUNSELOR (RECRUITER) (NCR)



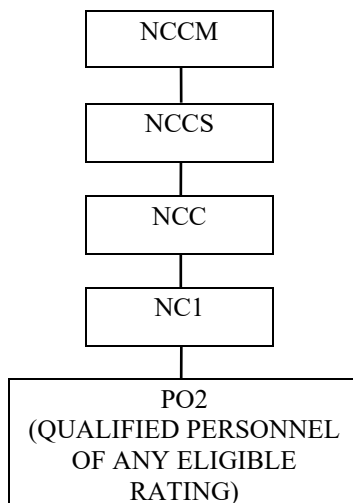
SCOPE OF RATING

Navy Counselors (Recruiter) (NCR) develop and implement effective recruiting plans to achieve assigned missions; analyze market trends and recruiting efforts to make adjustments; supervise and coordinate marketing, prospecting, interviewing, processing, classification, and onboarding activities; deliver presentations to civic groups, workshops, seminars, and targeted populations and their family members on career opportunities in the Navy; provide leadership, career information, mentoring, training, and coaching to assigned personnel, including Future Sailors and Officer Candidates; network with media, educators, civil officials, and community leaders to foster Navy awareness; manage available resources; and enforce policies, programs, and best business practices to ensure compliance.

This Occupational Standard is to be incorporated in Volume I, Part B, of the Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (NAVPERS 18068F) as Chapter 57.

GENERAL INFORMATION

CAREER PATTERN



Normal path of advancement to Chief Warrant Officer and Limited Duty Officer categories can be found in OPNAVINST 1420.1.

For NCR service rating entry requirements, refer to BUPERSINST 1133.29 series and MILPERSMAN 1306-965.

SAFETY

The observance of Operational Risk Management (ORM) and proper safety precautions in all areas is an integral part of each billet and the responsibility of every Sailor; therefore, it is a universal requirement for all ratings.

Job Title

Recruiting Supervisor

Job Code

001632

Job Family

Management

NOC

TBD

Short Title (30 Characters)

RECRUITING SUPERVISOR

Short Title (14 Characters)

RECRUIT SUPV

Pay Plan

Enlisted

Career Field

NCR

Other Relationships and Rules

NEC AXXX and 8XXX series and other NECs as assigned

Job Description

Recruiting Supervisors directly supervise and coordinate activities of Navy recruiting personnel in Officer and Enlisted missions; provide assigned personnel with supervision and guidance on recruitment of qualified individuals for accession into the United States Navy; uphold ethics and customer service standards; conduct training on recruiting systems, techniques, and procedures; supervise and evaluate individual recruiter activity to facilitate goal achievement; analyze demographic and geographic markets to target the most qualified individuals for accession into the Navy; ensure personnel are in compliance with Navy Recruiting Command (NRC) and Navy policies; mentor, train, and develop Future Sailors and Officer Candidates; and oversee the Delayed Entry Program (DEP) and Commissioning Onboarding Program (COP), identifying potential problems, and taking corrective actions.

DoD Relationship

O*NET Relationship

Group Title

Recruiting and Counseling

DoD Code

150100

Occupation Title

Human Resources Managers

SOC Code

11-3121.00

Job Family

Management

Skills

Monitoring

Quality Control Analysis

Systems Evaluation

Critical Thinking

Coordination

Complex Problem Solving

Management of Personnel Resources

Speaking

Writing

Active Listening

Abilities

Problem Sensitivity

Oral Expression

Written Expression

Written Comprehension

Inductive Reasoning

Oral Comprehension

Originality

Information Ordering

Deductive Reasoning

Fluency of Ideas

APPLICANT PROCESSING

Paygrade

E6

Task Type

CORE

Task Statements

Establish category for security clearances (i.e., Defense Information System for Security (DISS))

E6

CORE

Establish ownership for security clearances (i.e., Defense Information System for Security (DISS))

E6

CORE

Evaluate Military Entrance Processing Station (MEPS) conversion ratios

E5

CORE

Manage applicant kits (i.e., Personalized Recruiting for Immediate and Delayed Enlistment (PRIDE) and Salesforce Applicant Relationship Management (ARM))

E6

CORE

Submit application kits (i.e., Personalized Recruiting for Immediate and Delayed Enlistment (PRIDE) and Salesforce Applicant Relationship Management (ARM))

E6

CORE

Validate applicant waiver requests (e.g., moral, mental, physical, etc.)

E6

CORE

Validate enlisted application kits

E6

CORE

Verify attained not drilled reports

E6

CORE

Verify Military Entrance Processing Station (MEPS) applicants

E6

CORE

Verify prior service applicants are scheduled for enlistment

ONBOARDING

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Analyze Delayed Entry Program (DEP) attrition data
E7	CORE	Assign Delayed Entry Program (DEP) referral goals
E7	CORE	Audit recruiting referral recognition program requests
E5	CORE	Conduct Commissioning Onboarding Program (COP) meeting
E5	CORE	Conduct Commissioning Onboarding Program (COP)-Out briefings
E5	CORE	Conduct Delayed Entry Program (DEP) custody turnovers
E5	CORE	Conduct Delayed Entry Program (DEP)-Out briefings
E6	CORE	Conduct executive screenings (i.e., Officer Candidate and Future Sailor (FS))
E5	CORE	Counsel potential Commissioning Onboarding Program (COP) attrites
E5	CORE	Counsel potential Delayed Entry Program (DEP) attrites
E7	CORE	Determine Delayed Entry Program (DEP) Slope Target (DST) posture deficiencies
E7	CORE	Develop attrition reduction plans (i.e., Delayed Entry Program (DEP) and Commissioning Onboarding Program (COP))
E7	CORE	Develop Commissioning Onboarding Program (COP) meeting improvement plans
E6	CORE	Develop Delayed Entry Program (DEP) meeting improvement plans
E7	CORE	Evaluate Commissioning Onboarding Program (COP) meetings
E7	CORE	Evaluate Commissioning Onboarding Program (COP) referral goal attainment
E7	CORE	Evaluate Commissioning Onboarding Program (COP) team building evolutions
E7	CORE	Evaluate Delayed Entry Program (DEP) meetings
E6	CORE	Evaluate Delayed Entry Program (DEP) referral goal attainment
E7	CORE	Evaluate Delayed Entry Program (DEP) team building evolutions
E5	CORE	Identify potential Commissioning Onboarding Program (COP) attrites
E5	CORE	Identify potential Delayed Entry Program (DEP) attrites
E7	CORE	Initiate Commissioning Onboarding Program (COP) roll-ins/roll-outs
E5	CORE	Initiate Delayed Entry Program (DEP) Slope Target (DST) roll-ins/roll-outs and reclassifications
E7	CORE	Maintain Commissioning Onboarding Program (COP) problem lists
E7	CORE	Maintain Delayed Entry Program (DEP) problem lists
E7	CORE	Manage Commissioning Onboarding Programs (COP)
E7	CORE	Manage Delayed Entry Programs (DEP)
E7	CORE	Manage Future Sailor (FS) status changes (e.g., Delayed Entry Program Action Requests (DAR))
E7	CORE	Manage Officer Candidate status change requests (e.g., Officer Candidate Action Requests (OCAR))
E7	CORE	Perform Commissioning Onboarding Program (COP) audits
E7	CORE	Perform Delayed Entry Program (DEP) audits
E6	CORE	Plan Delayed Entry Program (DEP) team building evolutions
E5	CORE	Report Future Sailor (FS) status changes (e.g., Delayed Entry Program Action Requests (DAR))
E6	CORE	Submit Delayed Entry Program (DEP) problem lists
E7	CORE	Track Commissioning Onboarding Program (COP) problem resolutions

ONBOARDING (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Track Commissioning Onboarding Program (COP) referral dispositions
E7	CORE	Track Delayed Entry Program (DEP) problem resolutions
E6	CORE	Track Delayed Entry Program (DEP) referral dispositions
E6	CORE	Validate final documents required for programs prior to shipping (e.g., high school transcripts, Final Select (FINSEL) documents, etc.)
E6	CORE	Validate recruiting referral recognition program requests
E7	CORE	Verify Commissioning Onboarding Program (COP) indoctrination and meeting requirements compliance
E6	CORE	Verify Delayed Entry Program (DEP) indoctrination and meeting requirements compliance
E6	CORE	Verify Delayed Entry Program (DEP) run assessments
E7	CORE	Verify executive screenings (i.e., Officer Candidate, Future Sailor (FS))
E6	CORE	Verify Future Sailor (FS) and Officer Candidate Physical Readiness Tests (PRT) and Body Composition Assessments (BCA)
E6	CORE	Verify Future Sailor (FS) status changes (e.g., Delayed Entry Program Action Requests (DAR))
E6	CORE	Verify Naval Special Warfare (NSW) and Naval Special Operations (NSO) Physical Screening Tests (PST)

OPERATIONS AND ADMINISTRATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Analyze recruiting Key Performance Indicators (KPI)
E7	CORE	Analyze statistical data and reports (i.e., Strength Weaknesses Opportunities and Threats (SWOT))
E6	CORE	Conduct new recruiter indoctrinations
E6	CORE	Conduct Recruiter Development Board (RDB) remediations
E5	CORE	Conduct recruiting sales conversations
E5	CORE	Conduct sales labs
E7	NON-CORE	Coordinate management of resource allocations (e.g., station move request, assets allocation, etc.)
E5	CORE	Document all applicant data and recruiter activities (i.e., Applicant Relationship Management (ARM))
E7	CORE	Enforce recruiting ethics and customer service standards
E7	CORE	Establish recruiting ethics and customer service standards
E6	CORE	Evaluate recruiting activity calendars
E6	CORE	Evaluate recruiting sales conversations
E7	CORE	Evaluate recruiting systems (e.g., Station Market Analysis Review Technique (SMART), Recruiter Production Management System (RPMS), etc.)
E5	CORE	Generate recruiting referrals
E7	CORE	Identify staff vacancies (i.e., Canvasser Recruiter (CANREC))
E5	CORE	Implement recruiting ethics and customer service standards
E7	CORE	Interview applicants for staff vacancies (i.e., Canvasser Recruiter (CANREC))
E7	CORE	Maintain domicile-to-duty government vehicle logs

OPERATIONS AND ADMINISTRATION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Maintain recruiting activity calendars
E5	CORE	Maintain recruiting trackers (e.g., Internal Request Document (IRD), Military Entrance Processing Station (MEPS), etc.)
E5	CORE	Manage complaints, disputes, and grievances (e.g., parents, influencers, schools, etc.)
E6	CORE	Manage recruiter assistance program personnel (e.g., Recruiter Assistance Program (RAP), Officer Hometown Area Recruiting Program (OHARP), Senior Minority Assistance to Recruiting Program (SEMINAR), etc.)
E6	CORE	Manage recruiting systems (e.g., Station Market Analysis Review Technique (SMART), Recruiter Production Management System (RPMS), etc.)
E6	CORE	Perform turnover inspections
E6	CORE	Provide input to Recruiter Development Boards (RDB)
E7	CORE	Provide recruiter transfer recommendations (i.e., fault, no fault, and incompatible)
E7	CORE	Recruit applicants for staff vacancies (i.e., Canvasser Recruiter (CANREC))
E5	CORE	Request recruiting funding (e.g., Internal Request Documents (IRD))
E6	CORE	Resolve recruiting Key Performance Indicators (KPI) deficiencies
E6	CORE	Track recruiting Key Performance Indicators (KPI)
E5	CORE	Update recruiting customer records (e.g., Applicant Relationship Management (ARM), Personalized Recruiting for Immediate and Delayed Enlistment (PRIDE), etc.)
E7	CORE	Verify customer transitions in recruiting pipeline
E6	CORE	Verify recruiting customer records (e.g., Applicant Relationship Management (ARM), Personalized Recruiting for Immediate and Delayed Enlistment (PRIDE), etc.)
E7	CORE	Verify turnover inspections

PRODUCTION, PROSPECTING, AND MARKETING

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Analyze All Service Accession Data (ASAD)
E6	CORE	Analyze applicant logs (i.e., qualified, unqualified, and no shows)
E6	CORE	Analyze recruitment advertising feedback
E6	CORE	Assess prospect feedback data (i.e., Local Effective Accession Delivery System (LEADS))
E6	CORE	Assign recruiter Areas of Responsibility (AOR)
E6	CORE	Assign Schools of Area Responsibility (SOAR)
E7	CORE	Assign station and recruiter goals
E7	CORE	Calculate station and recruiter goals
E6	CORE	Conduct applicant executive screenings
E6	CORE	Conduct Daily Production Reviews (DPR)
E6	CORE	Conduct lead executive calls (i.e., Local Effective Accession Delivery System (LEADS))
E6	CORE	Conduct ride-alongs with recruiters (e.g., 72-hour indoctrinations, presentations, school visits, School of Area of Responsibility (SOAR), interviews, etc.)
E6	CORE	Coordinate collection of high school, college, and university lists
E6	CORE	Coordinate national and local conference participation

PRODUCTION, PROSPECTING, AND MARKETING (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	NON-CORE	Design recruitment advertisements
E6	CORE	Determine lead-generating recruitment initiatives
E7	CORE	Develop recruiting plans of action for high priority ratings (e.g., Naval Special Warfare (NSW), Naval Special Operations (NSO), nuclear engineers, etc.)
E7	CORE	Develop recruiting strategies to meet current or anticipated goals
E7	CORE	Develop recruitment advertising plans
E7	CORE	Develop school visit plans (e.g., high school, college, and university)
E5	CORE	Develop strategic partnerships and Centers of Influence (COI)
E7	CORE	Enforce execution of command school canvassing plan
E6	CORE	Ensure school lists are entered into recruiting systems (e.g., high school lists, college lists, university lists, etc.)
E7	CORE	Enter school lists into recruiting systems (e.g., high school lists, college lists, university lists, etc.)
E6	CORE	Establish Schools of Area Responsibility (SOAR)
E6	CORE	Evaluate new recruiters on developing strategic partnerships and Centers of Influence (COI)
E7	CORE	Evaluate officer recruiting marketing and prospecting activities
E6	CORE	Evaluate prospecting plans
E6	CORE	Evaluate recruiter Areas of Responsibility (AOR)
E7	CORE	Evaluate recruiting presentations (i.e., enlisted, officer, and special programs)
E6	CORE	Evaluate recruiting production (e.g., Production Analysis Training and Evaluation (PATE), school visits, Centers of Influence (COI), etc.)
E6	CORE	Evaluate social networking activities
E6	CORE	Evaluate Target Market Centers (TMC)
E5	CORE	Maintain applicant logs (i.e., qualified, unqualified, and no shows)
E5	CORE	Maintain strategic partnerships and Centers of Influence (COI)
E6	CORE	Manage inventory of Recruiting Aid Devices (RAD)
E7	CORE	Manage local recruitment advertising
E6	CORE	Manage prospecting plans
E6	CORE	Manage referral dispositions (i.e., Delayed Entry Program (DEP) and Commissioning Onboarding Program (COP))
E7	CORE	Manage social networking enhancement tools
E5	CORE	Order Recruiting Aid Devices (RAD)
E6	CORE	Perform executive screenings for no-show appointments
E5	CORE	Perform follow-ups with Qualified Not Enlisted (QNE) applicants
E6	CORE	Recommend Navy recruiting office locations
E7	CORE	Recommend updates to recruiting fair market distributions
E5	CORE	Report daily production information (i.e., Officer Production Review (OPR) and Daily Production Review (DPR))
E6	CORE	Review goal recap sheets
E6	CORE	Screen recruitment advertising initiative responses

PRODUCTION, PROSPECTING, AND MARKETING (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Track recruiting trends
E6	CORE	Track lead ratios
E7	CORE	Validate local lead generation performance data
E6	CORE	Verify follow-up of local and national leads
E6	CORE	Verify recruiters canvass assigned Areas of Responsibility (AOR) using all modes of prospecting

RECRUITING COMMAND ASSESSMENT

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Conduct on-site recruiting assessments
E7	NON-CORE	Conduct sales workshops
E7	CORE	Coordinate preparation for recruiting administrative, material, and/or operational readiness assessments and inspections
E7	CORE	Define recruiting best practices
E7	NON-CORE	Develop annual recruiting assessment schedules
E7	NON-CORE	Develop command training plans
E7	NON-CORE	Develop recruiting assessment checklists
E7	NON-CORE	Develop recruiting assessment plans
E7	NON-CORE	Implement command training plans
E7	NON-CORE	Maintain command training plans
E7	NON-CORE	Maintain master training databases (e.g., Personnel Status Report (PSR), Fleet Training Management and Planning System (FLTMPS), etc.)
E7	NON-CORE	Organize training assist visits
E7	NON-CORE	Recommend on-site recruiting assessment locations
E7	NON-CORE	Schedule sales workshops
E7	NON-CORE	Write recruiting assessment reports

Job Title
Career Recruiter (Enlisted)

Job Code
002793

Job Family
 Business and Financial Operations

NOC
 TBD

Short Title (30 Characters)
 RECRUITER ENLISTED

Short Title (14 Characters)
 RECRUITER ENL

Pay Plan
 Enlisted

Career Field
 NCR

Other Relationships and Rules
 NEC 8XXX series and other NECs as assigned

Job Description

Career Recruiters (Enlisted) seek out, interview, and screen applicants to fill existing and future job openings; promote United States Navy Active and Reserve enlisted career opportunities within organizations; uphold ethics and customer service standards; build and submit applications for enlistment; train and mentor Future Sailors; manage the Delayed Entry Program (DEP); and communicate and liaise effectively with prospects, groups, and the community.

DoD Relationship

Group Title *DoD Code*
 Recruiting and Counseling 150100

O*NET Relationship

Occupation Title *SOC Code* *Job Family*
 Human Resources Specialists 13-1071.00 Business and Financial Operations

Skills

Speaking
Coordination
Active Listening
Writing
Instructing
Monitoring
Operation and Control
Quality Control Analysis
Complex Problem Solving
Management of Personnel Resources

Abilities

Oral Expression
Oral Comprehension
Written Expression
Inductive Reasoning
Written Comprehension
Problem Sensitivity
Information Ordering
Originality
Speed of Closure
Spatial Orientation

APPLICANT PROCESSING

Paygrade	Task Type	Task Statements
E5	CORE	Analyze applicant kit processing data
E5	CORE	Arrange applicant travel (e.g., train, bus, plane, etc.)
E5	CORE	Build initial applicant kits
E5	CORE	Collect application kit documents
E5	CORE	Collect references on applicants (i.e., personal and professional)
E5	CORE	Conduct exit interviews (e.g., attrite, unqualified applicant, etc.)
E5	CORE	Conduct Military Entrance Processing Station (MEPS) briefs
E5	CORE	Confirm enlistment and/or commissioning documentation signatures
E5	CORE	Coordinate background checks on applicants
E5	CORE	Coordinate enlistment, commissioning, and remote swear-in ceremonies
E5	CORE	Coordinate medical screening and testing of applicants (e.g., Armed Services Vocational Aptitude Battery (ASVAB), Aviation Selection Test Battery (ASTB), Navy Advanced Programs Test (NAPT), Defense Language Aptitude Battery (DLAB), Officer Aptitude Rating (OAR), etc.)
E5	CORE	Counsel applicants on the rating compatibility process
E5	CORE	Counsel rejected applicants
E5	CORE	Manage applicant kits (i.e., Personalized Recruiting for Immediate and Delayed Enlistment (PRIDE) and Salesforce Applicant Relationship Management (ARM))
E5	CORE	Prepare application kits for submission (i.e., Personalized Recruiting for Immediate and Delayed Enlistment (PRIDE) and Salesforce Applicant Relationship Management (ARM))

APPLICANT PROCESSING (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Prepare enlistment and/or commissioning documents
E5	CORE	Schedule Military Entrance Processing Station (MEPS) applicants
E5	CORE	Submit applicant security requests (e.g., Personnel Security Investigation (PSI), Personnel Security Screening Questionnaire (PSSQ), etc.)
E5	CORE	Submit applicant waiver requests (e.g., moral, mental, physical, etc.)
E5	CORE	Validate applicant eligibilities

ONBOARDING

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Assemble prior service Reserve Component (RC) residual records
E5	CORE	Collect final documents required for programs prior to shipping (e.g., high school transcripts, Final Select (FINSEL) documents, etc.)
E5	CORE	Conduct Delayed Entry Program (DEP) custody turnovers
E5	CORE	Conduct Delayed Entry Program (DEP) meetings
E5	CORE	Conduct Delayed Entry Program (DEP) recertifications
E5	CORE	Conduct Delayed Entry Program (DEP) team building evolutions
E5	CORE	Conduct Delayed Entry Program (DEP)-Out briefings
E5	CORE	Conduct Future Sailor (FS) advancement ceremonies
E5	CORE	Conduct Future Sailor (FS) and Officer Candidate indoctrinations (e.g., Delayed Entry Program (DEP), 72-hour indoctrinations, etc.)
E5	CORE	Conduct Naval Special Warfare (NSW) and Naval Special Operations (NSO) candidate screenings
E5	CORE	Conduct phone contacts with Future Sailors (FS) and Officer Candidates
E5	CORE	Conduct Physical Training (PT) sessions
E5	CORE	Coordinate Delayed Entry Program (DEP) meetings
E5	CORE	Coordinate Future Sailor (FS) and Officer Candidate Physical Readiness Tests (PRT) and Body Composition Assessments (BCA)
E5	CORE	Coordinate Naval Special Warfare (NSW) and Naval Special Operations (NSO) Physical Screening Tests (PST)
E5	CORE	Counsel potential Delayed Entry Program (DEP) attrites
E5	CORE	Identify potential Delayed Entry Program (DEP) attrites
E5	CORE	Initiate Delayed Entry Program (DEP) Slope Target (DST) roll-ins/roll-outs and reclassifications
E5	CORE	Mentor Future Sailors (FS) and Officer Candidates
E5	CORE	Report Future Sailor (FS) status changes (e.g., Delayed Entry Program Action Requests (DAR))
E5	CORE	Submit recruiting referral recognition program requests
E5	CORE	Verify completion of Future Sailor (FS) and collegiate Personnel Qualification Standards (PQS)
E5	CORE	Verify possession of hold harmless agreements and release from liability certificates

OPERATIONS AND ADMINISTRATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Conduct recruiting sales conversations
E5	CORE	Conduct sales labs
E5	CORE	Document all applicant data and recruiter activities (i.e., Applicant Relationship Management (ARM))
E5	CORE	Generate recruiting referrals
E5	CORE	Implement recruiting ethics and customer service standards
E5	CORE	Maintain recruiting activity calendars
E5	CORE	Maintain recruiting trackers (e.g., Internal Request Document (IRD), Military Entrance Processing Station (MEPS), etc.)
E5	CORE	Manage complaints, disputes, and grievances (e.g., parents, influencers, schools, etc.)
E5	CORE	Proctor Armed Services Vocational Aptitude Battery (ASVAB) tests
E5	CORE	Request recruiting funding (e.g., Internal Request Documents (IRD))
E5	CORE	Transport recruiting customers (e.g., applicants, Future Sailors (FS), Officer Candidates, etc.)
E5	CORE	Update recruiting customer records (e.g., Applicant Relationship Management (ARM), Personalized Recruiting for Immediate and Delayed Enlistment (PRIDE), etc.)

PRODUCTION, PROSPECTING, AND MARKETING

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Administer screening tests (i.e., Pending Internet Computerized Adaptive Testing (PiCAT) and Armed Services Vocational Aptitude Battery (ASVAB) Predictor Test (APT))
E5	CORE	Blueprint prospects
E5	CORE	Calculate recruiting production (e.g., Production Analysis Training and Evaluation (PATE), school visits, Centers of Influence (COI), etc.)
E5	CORE	Canvass Areas of Responsibility (AOR)
E5	CORE	Collect high school and college lists
E5	CORE	Conduct enlisted applicant interviews (e.g., active duty, New Accession Training (NAT), prior service, etc.)
E5	CORE	Conduct enlisted program presentations (e.g., active duty, New Accession Training (NAT), prior service, etc.)
E5	CORE	Conduct school visits (e.g., high school, college, trade schools, etc.)
E5	CORE	Conduct special program applicant interviews (e.g., Naval Special Warfare (NSW), Naval Special Operations (NSO), Nuclear, priority ratings, Navy Reserve Officer Training Corps (NROTC), etc.)
E5	CORE	Conduct special program presentations (e.g., Naval Special Warfare (NSW), Naval Special Operations (NSO), Nuclear, priority ratings, Navy Reserve Officer Training Corps (NROTC), etc.)
E5	CORE	Coordinate Navy work experiences for Centers of Influence (COI) (e.g., Educator Orientation Visits (EOV))
E5	CORE	Create recruiting applicant records (e.g., Applicant Relationship Management (ARM), Personalized Recruiting for Immediate and Delayed Enlistment (PRIDE), etc.)
E5	CORE	Develop prospecting plans

PRODUCTION, PROSPECTING, AND MARKETING (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Develop strategic partnerships and Centers of Influence (COI)
E5	CORE	Generate Navy awareness at community events (e.g., fundraising drives, blood donor drives, patriotic holidays, professional organization events, etc.)
E5	CORE	Identify potential Target Market Centers (TMC) (e.g., schools, clubs, professional organizations, etc.)
E5	CORE	Maintain applicant logs (i.e., qualified, unqualified, and no shows)
E5	CORE	Maintain strategic partnerships and Centers of Influence (COI)
E6	CORE	Manage referral dispositions (i.e., Delayed Entry Program (DEP) and Commissioning Onboarding Program (COP))
E5	CORE	Manage social networking accounts
E5	CORE	Order Recruiting Aid Devices (RAD)
E5	CORE	Perform follow-ups on all no-show appointments
E5	CORE	Perform follow-ups with Qualified Not Enlisted (QNE) applicants
E5	CORE	Perform prospecting evolutions (e.g., Personally Developed Contacts (PDC), telephone, referrals, leads, online applicants, social networking, etc.)
E5	CORE	Plan enlisted program presentations (e.g., active duty, New Accession Training (NAT), prior service, etc.)
E5	CORE	Plan special program presentations (e.g., Naval Special Warfare (NSW), Naval Special Operations (NSO), Nuclear, priority ratings, Navy Reserve Officer Training Corps (NROTC), etc.)
E5	CORE	Provide feedback on recruiting events (i.e., After Action Reports (AAR))
E5	CORE	Provide lead feedback (i.e., Navy Advertising and Leads Tracking System (NALTS) tab via Applicant Relationship Management (ARM))
E5	CORE	Recruit at prospect-generating events (e.g., job fairs, career fairs, etc.)
E5	CORE	Report daily production information (i.e., Officer Production Review (OPR) and Daily Production Review (DPR))
E5	CORE	Set prospective applicant appointments

Job Title**Career Recruiter (Officer)****Job Code****002821****Job Family**

Business and Financial Operations

NOC

TBD

Short Title (30 Characters)

RECRUITER OFFICER

Short Title (14 Characters)

RECRUITER OFF

Pay Plan

Enlisted

Career Field

NCR

Other Relationships and Rules

NEC 8XXX series and other NECs as assigned

Job Description

Career Recruiters (Officer) seek out, interview, and screen applicants to fill existing and future job openings; promote United States Navy Active and Reserve officer career opportunities within organizations; uphold ethics and customer service standards; build and submit applications for enlistment and commissioning; train and mentor Officer Candidates; manage the Commissioning Onboarding Program (COP); and communicate and liaise effectively with prospects, groups, and the community.

DoD RelationshipGroup Title

Recruiting and Counseling

DoD Code

150100

O*NET RelationshipOccupation Title

Human Resources Specialists

SOC Code

13-1071.00

Job Family

Business and Financial Operations

Skills*Speaking**Coordination**Quality Control Analysis**Writing**Active Listening**Monitoring**Instructing**Operation and Control**Management of Personnel Resources**Time Management***Abilities***Oral Expression**Oral Comprehension**Written Comprehension**Written Expression**Problem Sensitivity**Information Ordering**Originality**Inductive Reasoning**Speed of Closure**Spatial Orientation***APPLICANT PROCESSING****Paygrade****Task Type****Task Statements**

E5

CORE

Analyze applicant kit processing data

E5

CORE

Arrange applicant travel (e.g., train, bus, plane, etc.)

E5

CORE

Build initial applicant kits

E5

CORE

Collect application kit documents

E5

CORE

Collect references on applicants (i.e., personal and professional)

E5

CORE

Conduct exit interviews (e.g., attrite, unqualified applicant, etc.)

E5

CORE

Conduct Military Entrance Processing Station (MEPS) briefs

E5

CORE

Confirm enlistment and/or commissioning documentation signatures

E5

CORE

Coordinate background checks on applicants

E5

CORE

Coordinate enlistment, commissioning, and remote swear-in ceremonies

E5

CORE

Coordinate medical screening and testing of applicants (e.g., Armed Services Vocational Aptitude Battery (ASVAB), Aviation Selection Test Battery (ASTB), Navy Advanced Programs Test (NAPT), Defense Language Aptitude Battery (DLAB), Officer Aptitude Rating (OAR), etc.)

E5

CORE

Coordinate officer processing for application kits

E5

CORE

Counsel rejected applicants

E5

CORE

Inform officer applicants on the status of application kits

E5

CORE

Manage applicant kits (i.e., Personalized Recruiting for Immediate and Delayed Enlistment (PRIDE) and Salesforce Applicant Relationship Management (ARM))

APPLICANT PROCESSING (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Prepare application kits for submission (i.e., Personalized Recruiting for Immediate and Delayed Enlistment (PRIDE) and Salesforce Applicant Relationship Management (ARM))
E5	CORE	Prepare enlistment and/or commissioning documents
E5	CORE	Schedule Military Entrance Processing Station (MEPS) applicants
E5	CORE	Submit applicant security requests (e.g., Personnel Security Investigation (PSI), Personnel Security Screening Questionnaire (PSSQ), etc.)
E5	CORE	Submit applicant waiver requests (e.g., moral, mental, physical, etc.)
E5	CORE	Submit officer application kits to Officer Processing Lead (OPL)
E5	CORE	Transfer prospects and applicants not qualified for officer programs to enlisted recruiter
E5	CORE	Validate applicant eligibilities

ONBOARDING

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Assemble prior service Reserve Component (RC) residual records
E5	CORE	Collect final documents required for programs prior to shipping (e.g., high school transcripts, Final Select (FINSEL) documents, etc.)
E5	NON-CORE	Conduct collegiate advancements
E5	CORE	Conduct Commissioning Onboarding Program (COP) meeting
E5	CORE	Conduct Commissioning Onboarding Program (COP) recertifications
E5	CORE	Conduct Commissioning Onboarding Program (COP) team building evolutions
E5	CORE	Conduct Commissioning Onboarding Program (COP)-Out briefings
E5	CORE	Conduct Future Sailor (FS) and Officer Candidate indoctrinations (e.g., Delayed Entry Program (DEP), 72-hour indoctrinations, etc.)
E5	CORE	Conduct phone contacts with Future Sailors (FS) and Officer Candidates
E5	CORE	Conduct Physical Training (PT) sessions
E5	CORE	Coordinate Commissioning Onboarding Program (COP) meetings
E5	CORE	Coordinate Future Sailor (FS) and Officer Candidate Physical Readiness Tests (PRT) and Body Composition Assessments (BCA)
E5	CORE	Coordinate Naval Special Warfare (NSW) and Naval Special Operations (NSO) Physical Screening Tests (PST)
E5	CORE	Counsel potential Commissioning Onboarding Program (COP) attrites
E5	CORE	Create Officer Candidate status change requests (e.g., Officer Candidate Action Requests (OCAR))
E5	CORE	Identify potential Commissioning Onboarding Program (COP) attrites
E5	CORE	Mentor Future Sailors (FS) and Officer Candidates
E5	CORE	Report issues negatively impacting Officer Candidate shipping (i.e., adverse Collegiate Management Reports (CMR))
E5	CORE	Submit Officer Candidate status change requests (e.g., Officer Candidate Action Requests (OCAR))
E5	CORE	Submit recruiting referral recognition program requests

ONBOARDING (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Validate collegiates meet basic eligibility, service agreement, and program-specific requirements (i.e., Collegiate Management Reports (CMR))
E5	CORE	Verify completion of Future Sailor (FS) and collegiate Personnel Qualification Standards (PQS)
E5	CORE	Verify possession of hold harmless agreements and release from liability certificates

OPERATIONS AND ADMINISTRATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Conduct recruiting sales conversations
E5	CORE	Conduct sales labs
E5	CORE	Document all applicant data and recruiter activities (i.e., Applicant Relationship Management (ARM))
E5	CORE	Generate recruiting referrals
E5	CORE	Implement recruiting ethics and customer service standards
E5	CORE	Maintain recruiting activity calendars
E5	CORE	Maintain recruiting trackers (e.g., Internal Request Document (IRD), Military Entrance Processing Station (MEPS), etc.)
E5	CORE	Manage complaints, disputes, and grievances (e.g., parents, influencers, schools, etc.)
E5	CORE	Request recruiting funding (e.g., Internal Request Documents (IRD))
E5	CORE	Transport recruiting customers (e.g., applicants, Future Sailors (FS), Officer Candidates, etc.)
E5	CORE	Update recruiting customer records (e.g., Applicant Relationship Management (ARM), Personalized Recruiting for Immediate and Delayed Enlistment (PRIDE), etc.)

PRODUCTION, PROSPECTING, AND MARKETING

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Blueprint prospects
E5	CORE	Calculate recruiting production (e.g., Production Analysis Training and Evaluation (PATE), school visits, Centers of Influence (COI), etc.)
E5	CORE	Canvass Areas of Responsibility (AOR)
E5	CORE	Collect college and university lists
E5	CORE	Conduct campus visits within assigned Area of Responsibility (AOR) (e.g., colleges, universities, etc.)
E5	CORE	Conduct officer applicant interviews (e.g., General Officer (GENOFF) active and reserve, medical officer active and reserve, etc.)
E5	CORE	Conduct officer program presentations (e.g., General Officer (GENOFF) active and reserve, medical officer active and reserve, etc.)
E5	CORE	Coordinate Navy work experiences and interviews for officer applicants (e.g., Medical Very Important Prospects (MEDVIP), Nuclear Very Important Prospects (NUCVIP), chaplain applicants, etc.)
E5	CORE	Coordinate Navy work experiences for Centers of Influence (COI) (e.g., Educator Orientation Visits (EOV))
E5	CORE	Counsel applicants on the designator compatibility process

PRODUCTION, PROSPECTING, AND MARKETING (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Create recruiting applicant records (e.g., Applicant Relationship Management (ARM), Personalized Recruiting for Immediate and Delayed Enlistment (PRIDE), etc.)
E5	CORE	Develop prospecting plans
E5	CORE	Develop strategic partnerships and Centers of Influence (COI)
E5	CORE	Document officer recruiting marketing and prospecting activities (i.e., Officer Recruiter Annual Market and Prospecting System (ORAMPS) and Applicant Relationship Management (ARM))
E5	CORE	Generate Navy awareness at community events (e.g., fundraising drives, blood donor drives, patriotic holidays, professional organization events, etc.)
E5	CORE	Identify potential Target Market Centers (TMC) (e.g., schools, clubs, professional organizations, etc.)
E5	CORE	Maintain applicant logs (i.e., qualified, unqualified, and no shows)
E5	CORE	Maintain strategic partnerships and Centers of Influence (COI)
E6	CORE	Manage referral dispositions (i.e., Delayed Entry Program (DEP) and Commissioning Onboarding Program (COP))
E5	CORE	Manage social networking accounts
E5	CORE	Order Recruiting Aid Devices (RAD)
E5	CORE	Perform follow-ups on all no-show appointments
E5	CORE	Perform follow-ups with qualified not commissioned applicants (e.g., Professional Recommended Officer - Yes (PRO-Y), Professional Recommended Officer - alternate (PRO-A), etc.)
E5	CORE	Perform prospecting evolutions (e.g., Personally Developed Contacts (PDC), telephone, referrals, leads, online applicants, social networking, etc.)
E5	CORE	Plan officer program presentations (e.g., General Officer (GENOFF) active and reserve, medical officer active and reserve, etc.)
E5	CORE	Provide feedback on recruiting events (i.e., After Action Reports (AAR))
E5	CORE	Provide feedback to officer recruiting marketing and prospecting plans (i.e., Officer Recruiter Annual Market and Prospecting System (ORAMPS))
E5	CORE	Provide input to officer recruiting marketing and prospecting plans (i.e., Officer Recruiter Annual Market and Prospecting System (ORAMPS))
E5	CORE	Provide lead feedback (i.e., Navy Advertising and Leads Tracking System (NALTS) tab via Applicant Relationship Management (ARM))
E5	CORE	Recruit at prospect-generating events (e.g., job fairs, career fairs, etc.)
E5	CORE	Report daily production information (i.e., Officer Production Review (OPR) and Daily Production Review (DPR))
E5	CORE	Set prospective applicant appointments