

Department of the Navy

PRIDE Mod II Functional Requirements Document

Version 1.3



Prepared for:

**United States Navy
Navy Recruiting Command
5722 Integrity Drive
Millington, TN 38054**

6 February 2012

Prepared By:

**CACI, Inc
1100 North Glebe Road
Arlington, VA 22201**

DISTRIBUTION STATEMENT: "C." Distribution authorized to The U.S. government agencies and contractors. Other requests for this document shall be referred to U.S. Navy Recruiting Command. 5722 Integrity Drive, Millington, TN 38054

DESTRUCTION NOTICE: For classified document, follow the procedure in DOD5220.22-M, National Industrial Security Program, Operating Manual, Chapter 5, Section 7, or DOD 5200.1-R, Information Security Program Regulation, Chapter 6, Section 7. For unclassified, limited documents, Destroy by any method that will prevent disclosure of Content or reconstruction of the document.

PRIDE MODERNIZATION Increment II

Executive Summary

Navy Recruiting Command's mission is to recruit the best quality men and women to resource the world's greatest Navy by maintaining an effective and motivated recruiting force, developing a consolidated strategic organization, and executing best business practices. Recruiting Force 2020 (RF2020) is Navy Recruiting Command's strategy and business plan that enables mobile recruiters to conduct business anytime, anywhere, and both recruit and classify. This strategy charts a course that leads us from today's slow and cumbersome systems and processes towards faster and better technology that matches our target market.

The multiple systems currently used will be replaced by Personalized Recruiting for Immediate and Delayed Enlistment System Modernization, Increment II (PRIDE Mod II) leading to one paperless system that meets all processing needs. These new streamlined processes will reduce administrative burdens and training requirements, which will allow recruiters to devote more time to informing, inspiring, influencing, and hiring future Sailors. RF 2020 also results in a more efficient recruiter and future Sailor selection.

Total force recruiting priorities are to maintain total force mission success, to execute effective active and reserve officer and enlisted consolidation, to maximize production recruiter, processor and manager effectiveness, to execute best business practices and to improve applicant quality (i.e. officer and enlisted quality).

In support of this mission, NRC is actively transforming the organization by implementing the second phase modernization of the PRIDE system. PRIDE Mod II builds on a foundation of technical capabilities first established with the legacy PRIDE system and the recent PRIDE Mod system delivery. PRIDE was a classification and reservation system for accessed sailors, created in the late 1970's and written in FORTRAN. It supported the enlisted accessions process by providing enlisted Applicant classification and allocation of training resources. Classifiers used PRIDE to assist the Applicant in selecting the job that is the best fit for the Applicant and the Navy. PRIDE captured enlisted Applicant qualifications data and determined the ratings and programs for which an enlisted Applicant was best qualified. The system matched Applicant qualifications to available programs as determined by the needs of the Navy and A-

school seat quota availability and to make A-school reservations. PRIDE was also used to process incentives and waivers as required.

PRIDE Mod II changes a manual process moving to a largely paperless process. Workflow management will provide officer and enlisted recruiters and processors the ability to drive the process vice being driven by business events in the life of the application process. It will give NRC recruiters and processors a view into how long the process will take; the competitiveness of an applicant; the status of the application and what rework is required for returned applications. It will be the sole source of officer accessions data for NRC and Navy Total Force. Having a single PRIDE Mod II authoritative data source will allow NRC analysts to receive data from the application without recopying data into spreadsheets to make reports. Control of data and business rules will be formalized in a configuration process so business managers can be assured the data is seen by all internal NRC departments and external partners the same way with the same understanding of every data element and attribute at any moment in time.

PRIDE Mod II will build on PRIDE Mod accomplishments and will consolidate additional NRC systems and processes that are currently outside of PRIDE Mod family of system connections. It will consolidate the officer and enlisted active and reserve processes into one solution allowing the NRC Operations Department to have the capacity to streamline its recruiting force and create multifunction field recruiters who can coordinate officer as well as enlisted "kit" processing. The system will increase automated tracking of applicants in "kit" completion, processing, orders, shipping and school assignment. PRIDE Mod II will also provide the capability to positively identify all personnel, pass digital forms, support accessing commands and communicate with selection board and records optical systems. It will also support functions related to the accession of officer and enlisted personnel necessary to sustain the manpower levels of the Reserve Force as prescribed by the Chief of Naval Operations (CNO). It will provide recruiting process support and data for use in personnel management, performance management, prospective gains/leads, enlistment management, and executive decision support for the enlisted Reserve Force.

PRIDE Mod II will provide access to and interface with personnel information contained in enterprise Service Oriented Architecture (eSOA), Navy Standard Integrated Personnel System (NSIPS) Electronic

Service Records, Career Management System / Interactive Detailing (CMSID), Web Recruiting Tools (WebRTools) Self Service Application, as well as security documentation via electronic Questionnaires for Investigation Processing (eQIP). PRIDE Mod II data access will support the information needs of the Bureau of Navy Personnel (BUPERS) Production Management Office, Naval Service Training Command (NSTC) and Officer training schools (except NROTC programs and the Naval Academy). PRIDE Mod II will subsume the accession side functions of NASIS, MedWaivers, MEPSTrack, and MILITAPS as per the roadmap. NASIS and MedWaivers applications will completely exist within the PRIDE Mod II system boundary. In support of PRIDE Mod Release II, NSIPS will communicate to back end MPTE system such as the Navy Enlisted, Officer and Reserve master files.

PRIDE Mod II encompasses the industry's best practice and benchmarks. Therefore, this system is aligned with NRC's mission, and the Navy's IT strategy of developing an authoritative, interoperable and consolidated strategic IT organization for today's Navy requirements.

Contents

PRIDE MODERNIZATION Increment II Executive Summary	3
1 Overview	12
1.1 Scope.....	12
1.2 Background	12
1.3 Vision.....	14
1.4 PRIDE Mod II Goals	15
2 Stakeholders and Contributors	18
2.1 Stakeholder Summary.....	18
2.2 Functional Contributors Summary.....	19
2.3 User Characteristics	20
2.4 Assumptions.....	21
2.5 Dependencies	21
3 Functional Requirements.....	22
3.1 Tasks.....	22
3.2 Required States and Organization	22
3.2.1 Active State	22
3.2.2 NRC Organization	25
3.3 Requirements.....	27
3.3.1 Officers	27
3.3.2 Life Cycle Build for Individuals	83
3.3.3 Officer DEP Requirements.....	145
3.3.4 Enlisted.....	146
3.3.5 Workflow Management	216
3.3.6 Eligibility Determinations and Medical Waivers	216
3.3.7 Alerts / Notifications	222
3.3.8 Historical Data	223
3.4 Supplementary Requirements	224
3.4.1 Post-Accession Reclassification and Redesignation.....	224
3.4.2 RTC/OTC Arrivals Processing	224

3.4.3	Manage Interfaces	224
3.4.4	Biometric Exchange.....	229
3.4.5	Business Intelligence (BI).....	232
3.4.6	Records Management	233
3.4.7	Mobile Recruiting Support	234
3.4.8	Transactional Reports	235
3.5	OLAP Reports	238
3.5.1	Officer Processing Reports	238
3.5.2	OLAP Tool Requirements	240
3.6	Applicant Security Form Submission Requirements.....	241
3.6.1	User Roles and Access Permissions.....	241
3.6.2	Basic Search.....	241
3.6.3	Advanced Search.....	242
3.6.4	Cancelling Basic and Advanced Searches.....	243
3.6.5	Executing Basic and Advanced Searches.....	243
3.6.6	Search Results Display.....	243
3.6.7	Change Investigation.....	245
3.6.8	Receive Check Investigation Status.....	246
3.6.9	Edit Record	246
3.6.10	Submit to eQIP	247
3.6.11	Submission Test	251
3.6.12	Update Status	251
3.6.13	View JPAS History (This will change to eQIP once JPAS is turned off).....	252
3.6.14	Recruiter Links – Maintenance	254
3.6.15	Selection Maintain Locations.....	254
3.7	Medical Waivers	257
3.7.1	The system shall subsume all functions of the current Medical Waivers application.....	257
3.8	Technical Constraints.....	259
3.8.1	Security and Privacy Requirements.....	259
3.8.2	Information Assurance.....	263
3.8.3	User Roles.....	263
3.8.4	Privacy	269

3.8.5	Security.....	270
3.9	Diagrams	271
3.9.1	DoDAF Diagrams	271
3.9.2	Enlisted Incentives Flow Diagram	278
3.10	Systems List	279
3.11	System Requirements.....	281
4	Appendix	282
4.1	Appendix A: PRIDE Modernization Increment II Application Kit Use Cases.....	282
4.2	Appendix B: Self Service Application Data	447
4.3	Appendix C: Post-secondary School Information	460
4.4	Appendix D: Standardized Testing Information.....	462
4.5	Appendix E: General Applicant Processing Fields	464
4.6	Appendix F: Designator-specific Processing Fields	471
4.7	Appendix G: Kit Field Validation	474
4.8	Appendix H: Applicant Final Selection Data.....	476
4.9	Appendix I: Enlistment and Commissioning Information Data.....	478
4.10	Appendix J: OCS and ODS Information Field Data	480
4.11	Appendix K: Applicant Collegiate and OCS Management Fields Data.....	481
4.12	Appendix L: Applicant NAVET Status Information and Billet Information Field Data	486
4.13	Appendix M: Undergraduate and Graduate Degree Majors	489
4.14	Appendix N: Designator Choices	499
4.15	Appendix O: Sub-specialty Choices.....	510
4.16	Appendix P: Instrument Navy Enlisted Classification (NEC) Table	527
4.17	Appendix Q: Data Elements for Enlisted Incentives Management	528
4.18	Appendix R: Officer One Navy Report	531
4.19	Appendix S: Business Rules - Officer One Navy Report.....	532
4.20	Appendix T: Acronyms and Definitions	535

List of Figures

Figure 1 - PRIDE Mod II OV-1 Diagram.....	16
Figure 2 - Goaling Hierarchy.....	25
Figure 3 - Region Breakdown.....	26
Figure 4 - Officer Active and Reserve PRIDE Mod II Business Processes	27
Figure 5 - Officer Lead and Applicant Generation.....	29
Figure 6 - Officer Field Recruiting Processes.....	31
Figure 7 - Officer Prospecting	32
Figure 8 - Officer Field Recruiting.....	33
Figure 9 - Initial Meeting with a Recruit	34
Figure 10 - Application and Formal Processing	37
Figure 11 - Conduct Applicant Processing.....	38
Figure 12 - Complete Accession Kit.....	41
Figure 13 - Program Waiver and Medical Waivers	42
Figure 14 - Program Waivers Process	43
Figure 15 - Decision on Program Waivers	44
Figure 16 - Medical Waivers Review Process.....	45
Figure 17 - Decision on Medical Waivers	46
Figure 18 - Officer Accessions Process.....	49
Figure 19 - Review Officer Kit Paperwork.....	50
Figure 20 - Prepare Kit for Review (Active Component).....	51
Figure 21 - Work on Active Component Information	52
Figure 22 - Prepare Kit for Review (Reserve Component)	53
Figure 23 - Work on Reserve Component Information	54
Figure 24 - NRC Officer Kit Review.....	55
Figure 25 - Professional Review Board Process.....	56
Figure 26 - Sign Oath and Prepare Orders.....	58
Figure 27 - Prepare and Deliver Orders.....	59
Figure 28 - Officer Medical Exam.....	60
Figure 29 - Transfer Officer Credentials	61
Figure 30 - Officer Collegiate Management Processes	62
Figure 31 - Collegiate Training Management.....	63
Figure 32 - Drug Testing.....	64
Figure 33 - Other Violation.....	65
Figure 34 - Direct Accession	66
Figure 35 - Drug Testing (DA)	67
Figure 36 - Other Violation (DA).....	68
Figure 37 - Officer Training and Fleet Transfer Processes.....	69
Figure 38 - Perform Medical Reexam	70
Figure 39 - OCS Officer Training.....	71
Figure 40 - ODS Officer Training	72
Figure 41 - Specialized Skills Training	73
Figure 42 - Navy Officer Active and Reserve Component.....	74
Figure 43 - Discuss Reserve Status.....	75
Figure 44 - Generate Officer Reports (Standard, Ad Hoc, and OLAP).....	76

Figure 45 - Goaling Allocation Process.....	78
Figure 46 - Manage the Application Portal.....	79
Figure 47 - General Officer Processing.....	85
Figure 48 - Judge Advocate General Officer Processing.....	91
Figure 49 - Nuclear Propulsion Officer Processing.....	95
Figure 50 - Cyber Warfare Engineer Processing.....	99
Figure 51 - Fleet Officer Processing.....	103
Figure 52 - Navy Veteran Officer Processing.....	107
Figure 53 - Career Transition Office Officer Processing.....	110
Figure 54 - Reserve Direct Commission Officer.....	112
Figure 55 - Dental Corps Officer Processing.....	117
Figure 56 - Medical Corps Officer Processing.....	123
Figure 57 - Medical Services Corps Officer Processing.....	129
Figure 58 - Nurse Corps Officer Processing.....	134
Figure 59 - Chaplain Corps Officer Processing.....	140
Figure 60 - Enlisted Active and Reserve PRIDE Mod II Business Processes.....	146
Figure 61 - Enlisted Lead and Applicant Generation.....	147
Figure 62 - Enlisted Field Recruiting Processes.....	148
Figure 63 - Prospecting.....	149
Figure 64 - Field Recruiting.....	150
Figure 65 - Initial Meeting with a Recruit.....	151
Figure 66 - Application and Formal Processing.....	153
Figure 67 - Conduct Applicant Processing.....	155
Figure 68 - USMEPCOM or Medical Center.....	157
Figure 69 - Incentives Matrix: Example 1.....	163
Figure 70 - Incentives Matrix: Example 2.....	164
Figure 71 - Eligibility Determinations & Waivers.....	179
Figure 72 - Civic Waivers.....	180
Figure 73 - Review Civic Waivers.....	181
Figure 74 - Eligibility Determinations.....	182
Figure 75 - Review Eligibility Determinations.....	183
Figure 76 - Medical Waivers.....	184
Figure 77 - Review Medical Waivers.....	185
Figure 78 - Delayed Entry Program.....	193
Figure 79 - Drug Testing (DEP).....	194
Figure 80 - Other Violation (DEP).....	195
Figure 81 - Enlisted Accessions Processes.....	196
Figure 82 - Work on Personnel File (Active Component).....	198
Figure 83 - Prepare Personnel File (AC).....	199
Figure 84 - Work on Active Information.....	200
Figure 85 - Prepare Personnel File (RC).....	201
Figure 86 - Work on Reserve Component Information.....	202
Figure 87 - Perform Medical Exam.....	203
Figure 88 - Sign Oath of Enlistment.....	204
Figure 89 - Enlisted Training and Fleet Transfer.....	205
Figure 90 - Recruit Training Command (RTC).....	206

Figure 91 - Specialized Skills Training	207
Figure 92 - Navy Enlisted Active and Reserve Component	208
Figure 93 - Discuss Career Transition	209
Figure 94 - Generate Enlisted Reports (Standard, Ad Hoc, and OLAP)	210
Figure 95 - Goaling Allocation Process	211
Figure 96 - Manage the Application Portal.....	212
Figure 97 - PRIDE Mod II OV-1	271
Figure 98 - PRIDE Mod II OV-2.....	272
Figure 99 - PRIDE Mod II OV-3.....	273
Figure 100 - PRIDE Mod II OV-4.....	274
Figure 101 - PRIDE Mod II OV-5.....	275
Figure 102 - PRIDE Mod II SV-1.....	276
Figure 103 - PRIDE Mod II SV-4.....	277

1 Overview

The mission of Navy Recruiting Command is to recruit the best men and women for America's Navy to accomplish the missions of today and meet the challenges of tomorrow. Total force recruiting priorities are to maintain total force mission success, execute effective active and reserve consolidation, maximize production recruiter effectiveness, execute best business practices and improve diversity (i.e., officer and enlisted quality). In support of this mission, NRC is actively transforming the organization and implementing innovative approaches to more effectively carryout and support Navy Recruiting Command efforts. As such, this document defines the functional requirements for a business process capture of officer and enlisted processes for Active and Reserve components through the second modernization phase of the Personalized Recruiting for Immediate and Delayed Enlistment System (PRIDE).

1.1 Scope

Define the functional requirements for a business process capture of officer and enlisted requirements that will define the modernization of the combined officer and enlisted processes within PRIDE Mod II document. This requirements document will identify all current processes for officers accessed via Officer Candidate School (OCS) and Officer Development School (ODS) [does not include NROTC or Naval Academy], applicant security application, and those requirements for enlisted not covered in PRIDE Modernization. The document will address system performance requirements, software recommendations and sizing. The document shall contain a limited number of DoD Architecture Framework (DoDAF) artifacts: OV1-5, SV-1, SV-4, and SV-5.

1.2 Background

Legacy PRIDE was one of six legacy stovepipe systems supporting the mission of Navy Recruiting Command. PRIDE was a classification and reservation system for accessed Sailors, created in the late 1970s and written in FORTRAN. It carried many limitations and was at the end of its life cycle, and was no longer supportable. The PRIDE system was not compatible with the Navy Marine Corps Intranet (NMCI), and could not be upgraded because the technology was no longer supported.

PRIDE allowed for the manual submission of recruiting goals and the electronic transfer of A-school quotas. The system allowed for the manual input of Applicant personal information, test and physical results and had the ability to search for quotas based on the anticipated ship date to the Recruit Training Center (RTC). The system supported a request for and confirmation of reservations through an interface

with Quota Management systems. The system determined Applicant incentives and determined what guarantees to the Applicant should be on the contract annex, based on program, rating, and ship date. Had the Applicant attrite either before shipping to the RTC or at the RTC, the system recorded the drop and the reason for the drop. PRIDE provided metrics for determining goals, attainment, attrition, and performance.

PRIDE supported the enlisted accessions process by providing enlisted Applicant classification and allocation of training resources. Classifiers used PRIDE to assist the Applicant in selecting the job that is the best fit for the Applicant and the Navy. PRIDE captured enlisted Applicant qualifications data (e.g., aptitude, test scores, education, color perception, etc.) and determined the ratings and programs for which an enlisted Applicant was best qualified. The system matched Applicant qualifications to available programs as determined by the needs of the Navy and school seat quota availability to provide available options. PRIDE was also used to process incentives and waivers as required and to make Class A school reservations.

To modernize and mitigate the limitations of the PRIDE system, the Commander, Navy Recruiting Command (CNRC) sponsored PRIDE Modernization, which would be implemented in two releases. The PRIDE Modernization acquisition program is managed by PMW 240.

PRIDE Modernization Release 1 deployed in May 2011 and integrated a series of systems with real-time exchange of information. It supports recruiting processing for active enlisted personnel only. It is compliant with NMCI, provides existing functionality of PRIDE, is maintainable and upgradeable, and has the capability to incorporate future high priority requirements. The system provides the same capability as the original system with some increased capabilities based on developing needs that require dynamic systems to support metrics gathering and future operations. PRIDE Modernization matches Sailors, based on individual attributes, to a job and program best suited for each Sailor and in keeping with the Needs of the Navy. The PRIDE Modernization will provide the authoritative data to the Navy personnel systems as a single point, one time data entry, and verifiable source. Data entries will be validated against allowable values at the time of entry and also when passed between systems.

Commander, Navy Recruiting Command (CNRC) represents the end user community. The acquisition program is managed by PMW 240.

1.3 Vision

Our Navy is a highly capable and global force tasked with meeting today's most critical Combatant Commander demands. Operating from a "One Navy perspective" is the most effective and efficient use of our resources. In our effort to attract and recruit a diverse, high-performing, and competency-based force, Navy Recruiting Command continues to be innovative in using information technology to integrate systems involved the processes of recruitment and accession of enlisted personnel and officer candidates, both active and reserve.

Recruiting Force 2020 (RF2020) is the Navy Recruiting Command strategy and business plan that enables mobile recruiters to conduct business anytime, anywhere, and both recruit and classify. This strategy charts a course that leads us from the slow and cumbersome systems and processes of today; towards faster and better technology that matches our target market.

The multiple systems currently used will be replaced by one paperless system that meets all recruiter and applicant needs. These new streamlined systems and processes will reduce administrative burdens and training requirements, which will allow recruiters to devote more time to informing, inspiring, influencing, and hiring future Sailors. RF 2020 also results in a more efficient recruiter and future Sailor selection.

Some of NRC long term and overarching goals include:

- Develop associated policies and processes for all enlisted recruiters (active and reserve) to "book jobs" and classify from mobile location.
- Reduce non-professional officer processing cycle time (from application start to professional board review) to less than three months for active, reserve, general, and medical missions.
- U.S. Military Entrance and Processing Command, Virtual Integrated Processing System (versions 1.0, 2.0, or 3.0).
- Reduce number of trips to USMEPCOM and associated costs.
- Provide a robust and online analytical processing (OLAP) and Ad hoc capability for supporting officer and enlisted reporting.

Our long term objective is to provide a single recruiter with information technology capability to recruit both officer and enlisted personnel to facilitate classification, affiliation, enlistment, commissionings, and security application processing. To achieve these objectives it is critical that NRC provide greater interoperability and capabilities among its information systems. Modernization of the PRIDE system is a move in that direction.

1.4 PRIDE Mod II Goals

The goals of PRIDE Modernization Release 1 deployment were to:

- Replace the existing FORTRAN legacy PRIDE system
- Manage the Accessions process for the NRC
- Modernize the NRC environment leveraging the Roadmap
- Provide authoritative Accessions processing and data to other Navy systems
- Migrate PRIDE functionality to current technology
- Reduce technical risk by replacing end-of-life hardware and software
- Reduce operating costs by migrating to technology that is reliable, maintainable, and scalable
- Migrate legacy PRIDE data to the modernized PRIDE system
- Incorporate and standardized the Rating Identification Engine (RIDE) Algorithm
- Reduce manual entry and phone calls
- Application data retained in PRIDE Modernization for two plus current fiscal year
- Facilitate Seamless classification/reclassification and booking/rebooking
- Transfer of shipping data to MEPCOM, eliminating paper Applicant Processing Lists
- Have NRC become the single source for Navy accessions data
- Enhance functionality for PRIDE Shop
- Robust reporting and data analysis using Business Intelligence
- Meet Information Assurance (IA) and security requirements
- Provide a robust query and reporting capability
- Provide for Web access
- Provide for disaster recovery
- Deploy a system based on open standards that accommodate incremental enhancements and integrate with MPTE and other Navy and Department of Defense (DoD) Systems
- Make the system compliant with NMCI
- Streamline business processes for recruiter, processors and applicant
- Integrate data quality as a component of PRIDE Mod development.

The goals of PRIDE Mod II deployment are to:

- Release 2 is expected to be deployed in Fiscal Year 2013
- Capture requirements that were identified but not completed in release 1. Integrate officer and Enlisted, active component and reserve component processes.
- Eliminate/Reduce paper requirements by adding workflow.
- Implement positive identification by means of biometrics.
- Implement Smart Forms technology within a workflow application.
- Coordinate data exchange within the MPTE claimancy.
- Provide Business Object universes based on business domains and organizations.

Provide a robust and online analytical processing (OLAP) and Ad hoc capability for supporting officer and enlisted reporting.

Operational Concept

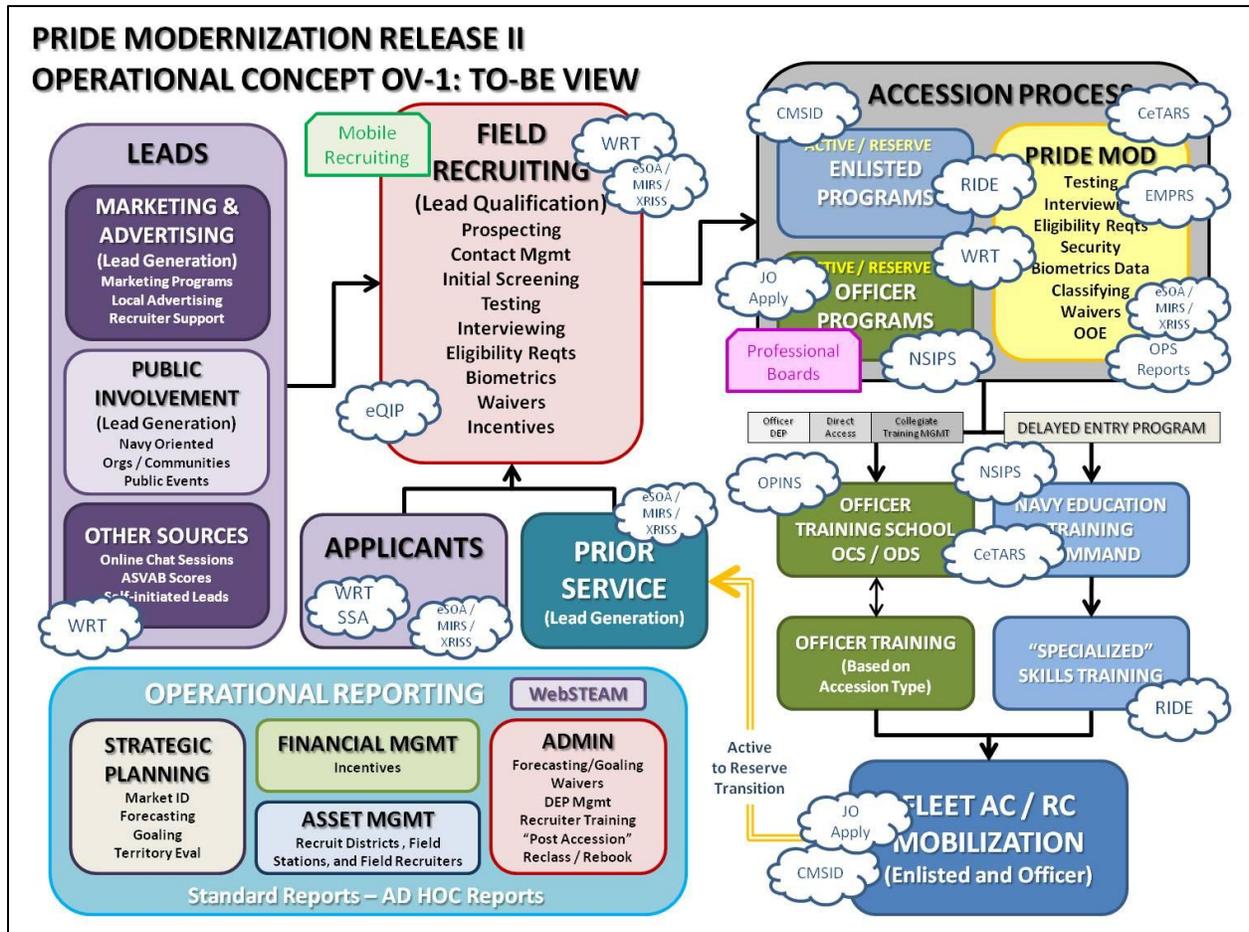


Figure 1 - PRIDE Mod II OV-1 Diagram

PRIDE Mod II will encapsulate Navy Recruiting system and processes that currently stand outside of the initial PRIDE Modernization Release 1 domain. PRIDE Mod II will integrate officer and enlisted processing after the initial contact management systems pass the initial application Kit to the processors. PRIDE Mod II will access, eSOA/MIRS, NSIPS Electronic Service Records, CMSID, WebRTools Self Service Application, and security documentation via eQUIP. PRIDE Mod II will capture the needs of the Program Management Office, Naval Service Training Command (CUSTOMER SUPPORT DESK (CSC) GREAT LAKES) and Officer training schools (except NROTC programs and the Naval Academy) in support of continued training of the new recruits and officer trainees.

PRIDE Mod II will integrate the officer, enlisted active, and reserve processes into one system allowing Navy Recruiting Command Operations the flexibility to streamline its recruiting force and create multifunction field recruiters who can coordinate officer and enlisted Kit processing. The PRIDE Mod II system will have increased automated tracking of applicants in Kit completion, processing, orders and

shipping. PRIDE Mod II will also contain the ability to positively identify all personnel, pass digital forms, and communicate with selection board optical systems.

PRIDE Mod II will increase the reporting capability for statistics, Ad hoc reports, OLAP, and incentives management. Strategic planning initiatives may see increased statistics of the accession process to more accurately compute lead metrics. PRIDE Mod II will commit to a standards based exchange with all systems to ensure accurate reports for all organizations within NRC, N1 and external partners. Ultimately, PRIDE Mod II will execute business efficiencies for all aspects of the recruiting process. Increased accuracy of data components will not only consist of increased data validation but also a new commitment to integrate new business agreements via web service data contracts. PRIDE Mod II and beyond will propel the Recruiting Force into 2020 with a system capable of flexibility, accuracy and unique tracking enhancements.

2 Stakeholders and Contributors

2.1 Stakeholder Summary

The Functional Stakeholders titles and respective areas of responsibility are listed in Table 2-1: Stakeholder Summary.

Stakeholders for PRIDE Mod II	
Organization	Title
BUMED	Bureau of Medicine
BUPERS 07	MPTE CIO
BUPERS 072	MPTE Enterprise Information Management (EIM)
BUPERS 32	Community Managers
CCPD	Central Credentialing
CNA	Center for Navy Analysis
CNIC	Commander, Navy Installation
CNRF	Commander, Navy Reserve Force
DFAS	Defense Finance and Accounting Services
DMDC	Defense Manpower Data Center
DONCIO	Department of the Navy Chief Information Officer
MILITAPS	Military Incentives Tracking, Accounting, and Payment System
NAVSEA-08	Naval Reactors
NETC	Naval Education and Training Command
NNWC	Naval Network Warfare Command
NPC	Navy Personnel Command
NRC	Navy Recruiting Command
NRC CR	Navy Recruiting Command Chief Recruiter
NRC Districts	Navy Recruiting Districts
NRC N3	Operations
NRC N5	Recruiting Future Operations
NRC N6	Information Technology/Communications
NRC N7	Training
NRC N9	Advertising
NRC Regions	Navy Recruiting Regions
CUSTOMER SUPPORT DESK (CSD) GREAT LAKES	Naval Service Training Command

OPM	Office of Personnel Management
OPNAV N1	Office of the Chief of Naval Personnel
OPNAV N10	MPT&E Resource Management Division
OPNAV N12	Total Force Requirements Division
OPNAV N13	MPT&E Policy Division
OPNAV N15	Training and Education Policy Division
OPNAV N16	Information management Division
PEO-EIS	Program Management Office – Enterprise Information Systems (PMW-240)
PERS-3	Personnel Information Management
PERS-4	Career Management Department
PERS-5	Business Operations Management
PERS-8	Career Progression Department
PERS-9	Reserve Personnel Management
PMO	Production Management Office
RTC CSD	Recruit Training Command, Customer Service Desk
US MEPCOM	US Military Entrance Processing Command

2.2 Functional Contributors Summary

Functional Contributors for PRIDE Mod Release 2		
Name	Represents	Role
CDR Courtenay Murakowski	PERS-91X	
CDR Dan Harris	PERS-9X	Career Transition Office (CTO)
CDR Erik Horner	NRC N31	Operations/National OPO
CDR Sean McDonald	CNRF N12	Officer and Enlisted Assignments
Deane Halvorsen	NETC	Naval Education and Training Command
Jeffery Bowell	PEO-EIS	Assistant Program Manager
John Barclay	PMO	Quota Management
John Noble	NRC N5	Recruiting Future Operations
Kathy Wardlaw	PERS-31	Division Director
Kevin Sullivan	NRC N6	Information Technology/Communications
LCDR Mike Suarez	PERS-9XX	Officer Transitions
LT Matthew Mooshegian	PERS-9XX	Enlisted Transitions
Mark Fackler	CUSTOMER SUPPORT DESK (CSD) GREAT LAKES	Naval Service Training Command

Mark Gill	PERS-5C	
Nicole Harris	US MEPCOM J6	Deputy J-6
Steve Hubbard	BUPERS 07	MPTE CIO
Various	BUPERS 32	Community Managers
Various	DMDC	Defense Manpower Data Center
Various	DONCIO	Department of the Navy, Chief Information Officer
Various	NNWC	Naval Network Warfare Command
Various	NRC	Commander, Navy Recruiting Command
Various	NRC CR	Navy Recruiting Command Chief Recruiter
Various	NRC Districts	Navy Recruiting Districts
Various	NRC N7	Training
Various	NRC N9	Advertising
Various	NRC Regions	Navy Recruiting Regions
Various	OPNAV N13	MPT&E Policy Division
Various	PERS-4	Placement Officers
Various	PERS-83	Separations

2.3 User Characteristics

The primary users of the system will be Navy Recruiting Command Headquarters personnel, Navy Recruiting Command Regions East and West, Navy Recruiting District (NRD) Recruiting Operations Officers (R-OPS), NRD Chief Recruiters (CRs), Leading Petty Officers (LPO), Field Recruiters, Officer Processors and Enlisted Processors, Naval Service Training Command, and Production Management Office. Their computer skills will range from novice to expert with most having a basic understanding of computer usage. Users will access the system via the Internet using various levels of connectivity.

2.4 Assumptions

The following assumptions are pertinent for the requirements document and subsequent functional expressions of the PRIDE Mod II operations:

- The users are either Active or Reserve Component Officer, Enlisted and civilian personnel who are in a supporting role to the prospective applicants.
- The users (applicants and Navy personnel) have physical internet access to the system.
- The users have a valid CAC or unique login credentials for military functions.
- All the connections between the system and other systems and data sources are active and preferably will be a web service real time data exchange.
- Initial applicant prospecting activities have been accomplished and documented in WebRTools.
- The prospecting record has been completed and made available for processing.
- All forms for the enlisted and officer processes have been provided.
- All PRIDE Modernization SSS requirements not completed during PRIDE Modernization Release 1 were considered for this requirements document.
- WebRTools SSA will begin the security application process with the applicant and recruiter.

2.5 Dependencies

The following dependencies exist in association with PRIDE Mod II requirements detailed in this document:

- The system must interface with all external N1 (Manpower, Personnel, Education, and Training), Federal (OPM), and US MEPCOM systems in order to process officer and enlisted applications, records, and forms. Note: Systems identified under interface and system requirements sections.
- The system shall use the DON XML Developers Guide to format data contract with Navy and DOD partners except where there is a conflict; the system shall default to the DOD authoritative source standard.

3 Functional Requirements

3.1 Tasks

The purpose of this document is to define the requirements for PRIDE Mod II. This document provides requirements for officer and enlisted recruiting accession and security application processes that support PRIDE Mod II functional requirements and capabilities. Requirements were gathered in cooperation with the stakeholders and functional experts identified in Section 2. This document contains (1) enlisted functional requirements for increment II of PRIDE Modernization that were not completed by release 1; (2) officer requirements for recruiting and selection process; and (3) new requirements that supports U.S. MEPCOM interface with NRC (i.e., Virtual Integrated Processing System) and (4) new requirements that support the security application and eQUIP interface within NRC.

The requirements in this specification are not elaborated to preliminary design statements or artifacts, and are not at a software design level. Preliminary design information and allocation of requirements to software components will be provided in later work products supporting the Preliminary Design Review and subsequent systems engineering reviews.

3.2 Required States and Organization

3.2.1 Active State

3.2.1.1 *PRIDE Modernization shall operate in an active, connected state, where the system is physically located and contained in the SPAWAR New Orleans Data Center.*

3.2.1.2 *The system shall be physically connected to an external network via the Navy/Marine Corps Intranet (NMCI) or the Internet. The various ways PRIDE Mod II can be used is listed below.*

3.2.1.3 *The system shall deliver services and content within the Navy shore enterprise in the continental United States (CONUS), Navy shore enterprise outside the continental United States (OCONUS), through Internet Service Providers to domestic residences and commercial locations (with Common Access Card (CAC) enabled access) both CONUS and OCONUS.*

3.2.1.4 Operation shall consist of the following modes:

- 3.2.1.4.1 *CONUS via NMCI – Users within Navy facilities in the continental United States shall access the PRIDE Mod II application over the existing NMCI infrastructure on the .mil domain.*
- 3.2.1.4.2 *CONUS via Recruiting Services Network (RSN) – Users within US MEPCOM spaces supporting Navy business processes in the continental United States shall access the PRIDE Mod II application over the existing RSN infrastructure if no Navy circuit is available.*
- 3.2.1.4.3 *CONUS via Non-NMCI/RSN – Users located outside Navy facilities, but within the continental United States, shall access the PRIDE Mod II applications over the Internet.*
- 3.2.1.4.4 *OCONUS via ONE-NET – Users located outside the continental United States shall access the PRIDE Mod II application over the ONE-NET infrastructure.*
- 3.2.1.4.5 *OCONUS via NMCI – Users located outside the continental United States shall access the PRIDE Mod II application over existing NMCI infrastructure on the .mil domain.*
- 3.2.1.4.6 *OCONUS via Non ONE-NET/NMCI – Users located outside the continental United States shall access the PRIDE Mod II application over the Internet.*
- 3.2.1.4.7 *CONUS via Non-NMCI/Mobile Recruiting Interface users – all mobile users as roles are created shall have the capability to access PRIDE Mod II environment via the Internet using a CAC.*
- 3.2.1.4.8 *CONUS via Legacy networks – system users on Navy legacy networks shall access the PRIDE Mod II application via the Internet using secure access protocols.*
- 3.2.1.4.9 *Navy officer and enlisted applicants shall be required to access PRIDE Mod II application module via the internet using user ID and password to provide the NRD processor or recruiter with documents and information in support of their application kit .*
- 3.2.1.4.10 *The system shall allow for dual applications where an individual applicant can have an officer and enlisted application.*
- 3.2.1.4.11 *The system shall allow changing of an enlisted application to an officer application (OPO to EPO referrals or an EPO to OPO referral).*
- 3.2.1.4.12 *The system shall allow deletion of an application for either an officer or enlisted record.*
- 3.2.1.4.13 *The system shall allow for an enlisted applicant to have a concurrent NROTC application.*
- 3.2.1.4.14 *The system shall allow NRC N3M to enter officer medical applicant information in the system. Note: not all officer medical data comes from US MEPCOM; some comes from contract doctors.*

- 3.2.1.4.15 The system shall accept officer medical information from US MEPCOM.*
- 3.2.1.4.16 The system shall allow projection of an officer applicant to eSOA/MIRS/XRISS for a medical exam.*
- 3.2.1.4.17 The system shall allow an applicant record of SF-86 to be inputted in PRIDE MOD II via a user interface and signed by a biometric or electronic signature.*
- 3.2.1.4.18 The system shall allow an SF-86 to be received from WebRTools SSA application.*
- 3.2.1.4.19 The system shall validate all fields of the SF-86 for completeness and correctness.*
- 3.2.1.4.20 The system shall send and receive SF-86 data to eQIP.*
- 3.2.1.4.21 The system shall provide the ability to view status updates from eQIP on an applicant tracking list.*
- 3.2.1.4.22 The system shall provide an alert to the applicant processor if eQIP requires additional information to complete the application.*

3.2.2 NRC Organization

CNRC is structured with multiple levels for Goaling as represented Figure 3-1: Goaling Hierarchy. Table 3-1: Region Breakdown details the names and identification numbers of the Navy Recruiting Districts (NRD).

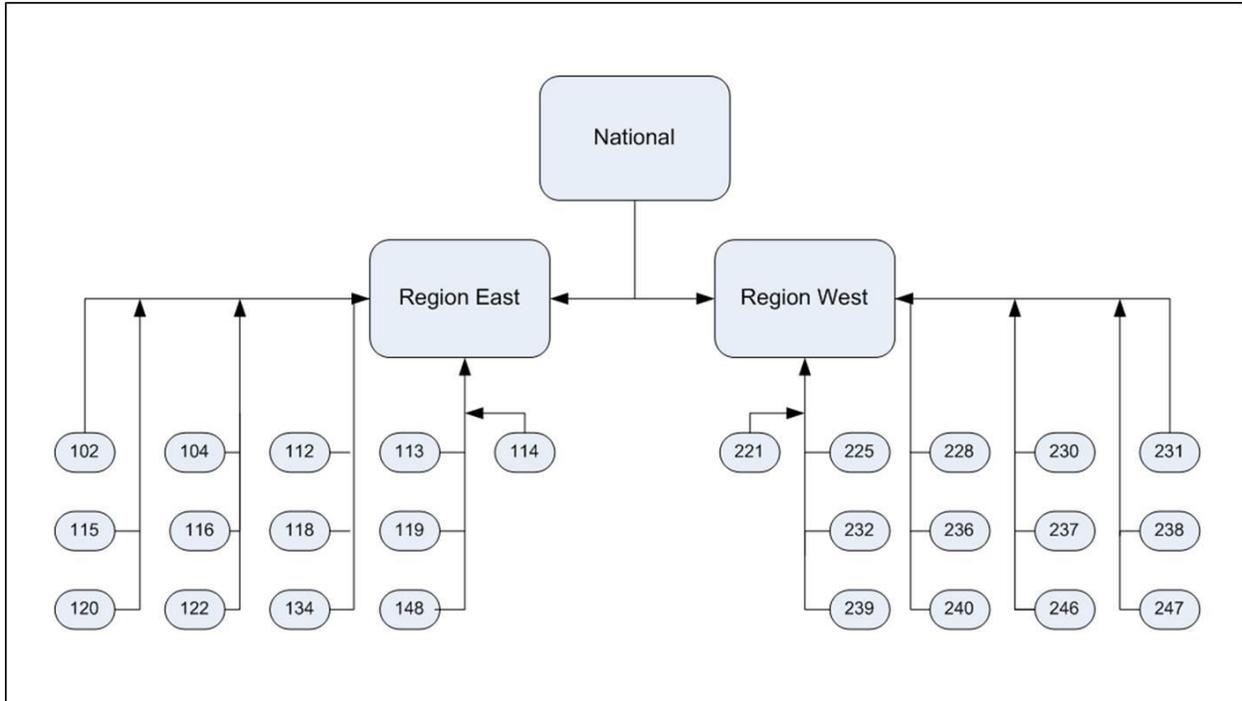


Figure 2 - Goaling Hierarchy

Region East		Region West	
NRD #	NRD Name	NRD #	NRD Name
102	New England	221	Chicago
104	New York	225	Denver
112	Jacksonville	228	Minneapolis
113	Atlanta	230	Phoenix
114	Nashville	231	Dallas
115	Raleigh	232	Houston
116	Richmond	236	Los Angeles
118	Ohio	237	Portland
119	Philadelphia	238	San Francisco
120	Pittsburgh	239	Seattle
122	Michigan	240	San Diego
134	New Orleans	246	San Antonio
148	Miami	247	St. Louis

Figure 3 - Region Breakdown

3.3 Requirements

The purpose of this document is to detail and define functional and supplemental requirements for PRIDE Mod II in order to facilitate the recruiting and accession of Navy active, reserve enlisted, and officer personnel. This document is derived from requirements gathered during a previous effort of focus groups, interviews, research, and analysis.

3.3.1 Officers

3.3.1.1 Officer Business Process Flows and System Requirements

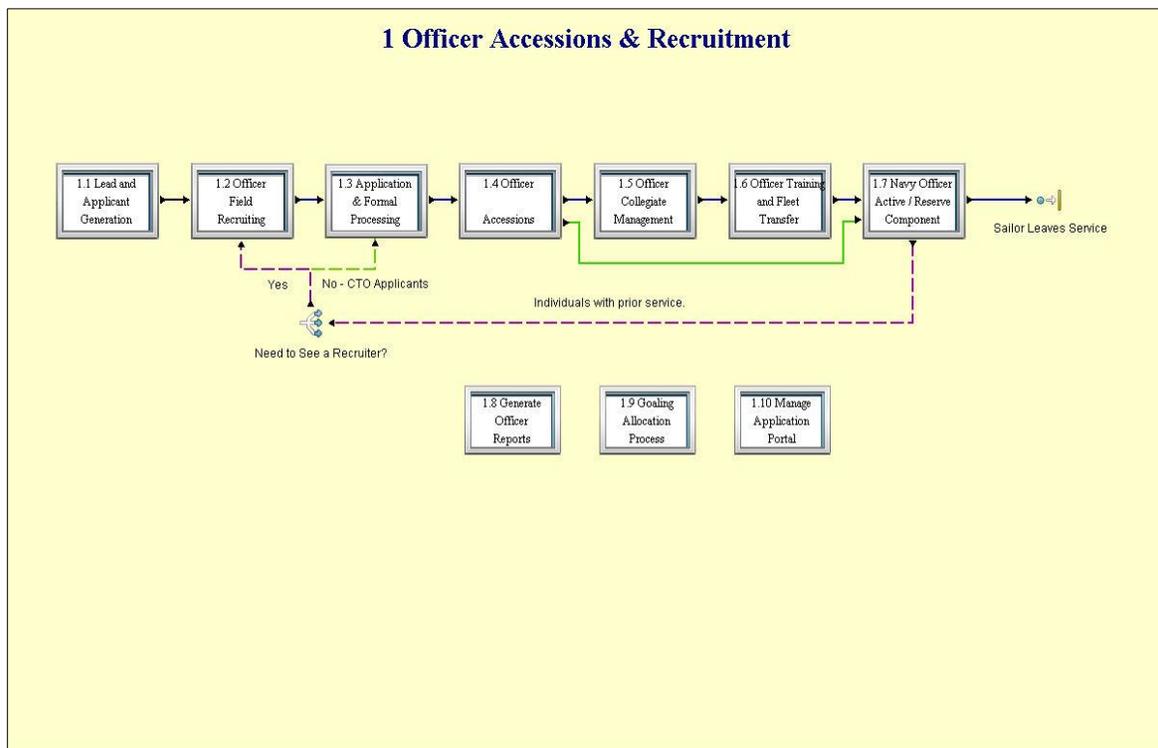


Figure 4 - Officer Active and Reserve PRIDE Mod II Business Processes

The PRIDE Mod II business process model maps the entire accessions process for Officer active and reserve Sailors. Overarching requirements for officer processing include:

- 3.3.1.1.1 The system shall accept documents uploaded by the applicant in the WebRTools Self Service Application in support of Kit processing.*
- 3.3.1.1.2 The system shall capture biometric finger prints to positively identify the applicant.*
- 3.3.1.1.3 The system shall provide the captured biometric finger prints in a picture format and digital format to Navy and DOD systems users (as noted in the FRD) via web service to support processing, selection, shipping and training of the applicant.*
- 3.3.1.1.4 The system shall use the DADMS approved Adobe Lifecycle Enterprise Suite to execute workflow across the officer accession and recruiting process.*
- 3.3.1.1.5 The system shall provide the ability for Eligibility Determinations and all waivers to be processed; and determinations communicated to the appropriate interface partner.*
- 3.3.1.1.6 The system shall allow for configuration of the workflow suite by end users to accommodate business process changes that occur in officer accession and recruiting.*
- 3.3.1.1.7 The system shall interface using web service as the preferred method of connecting with DOD and Navy partner systems.*
- 3.3.1.1.8 The system shall have the capability to provide secure file transfer protocols for non-web service capable system to system transfers as needed for officer accession and recruit processing.*

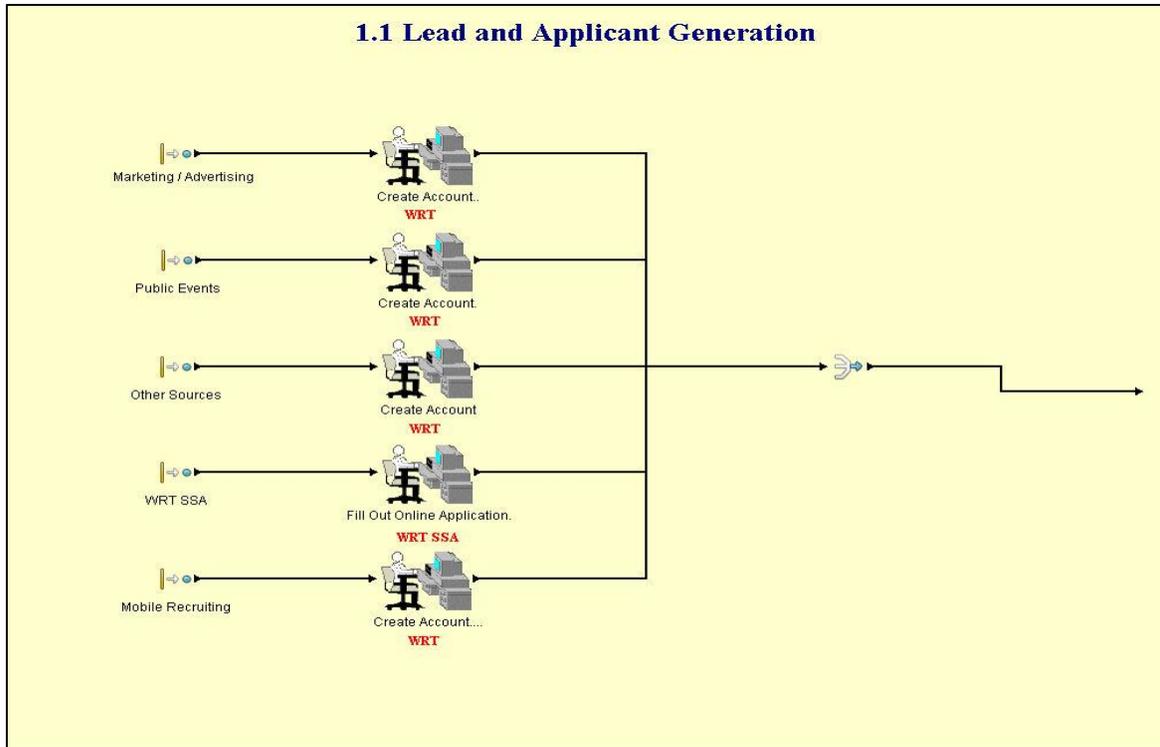


Figure 5 - Officer Lead and Applicant Generation

This process flow shows many of the ways leads come to the attention of Navy recruiters.

There are several different ways that people can begin the Navy accessions process. Recruiters can help people fill out applications at public recruiting events, at their schools, or at recruiting stations. The applications are started in WebRTools (WRT) (or via Mobile Recruiting Initiative MRI) under normal operations; however, PRIDE Mod II will have the capability to initiate an officer and enlisted application or security application request (SF86).

3.3.1.1.9 WRT Self Service Application – document Submission:

- 3.3.1.1.9.1 The system shall maintain an accurate organization of Naval Recruiting Command for all business operations using inputted organization information within an organization table.*
- 3.3.1.1.9.2 The system shall exchange the following data elements from the WRT Self Service Application (SSA) or the main application module of WebRTools, in support of an applicant document submission, as noted in Appendix B: WRT Self Service Application Data.*
- 3.3.1.1.9.3 The system shall exchange the Education Information data-entry fields from WRT SSA or WebRTools, as noted in Appendix B: Self Service Application Data.*
- 3.3.1.1.9.4 The system shall determine the Applicant Lead type based upon the Applicant Education Level option selection. If the Applicant selects the College Graduate option, has completed at least two years with a degree plan, or the Master's Degree or higher option to include the First Professional, the system shall classify the Applicant as an Officer Lead. Otherwise, the system shall classify the Applicant as an Enlisted Lead.*
- 3.3.1.1.9.5 The system shall exchange Employment Information data-entry fields from the SSA if applicable, as noted in Appendix B.*

3.3.1.1.10 eSOA/MIRS/XRISS– applicant portal information:

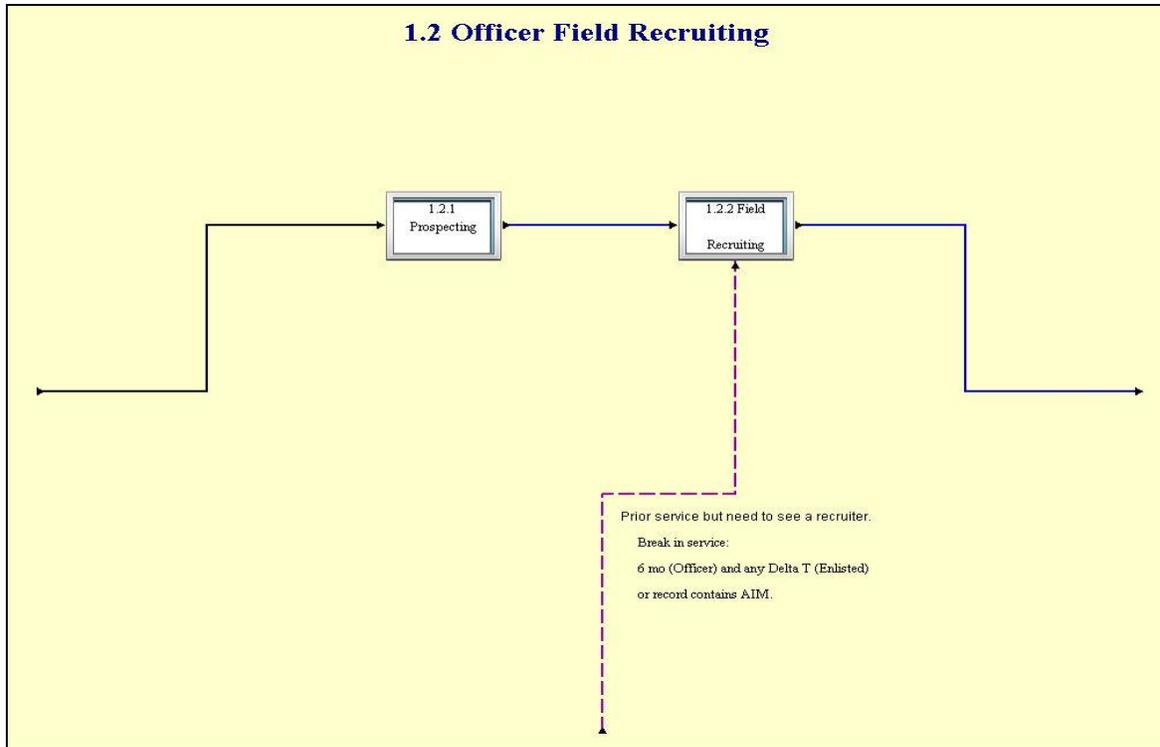


Figure 6 - Officer Field Recruiting Processes

Officer Field Recruiting consists of 2 processes: Prospecting and Field Recruiting.

Leads are names on a list of potential officer recruits (they are referrals). Once contacted by a recruiter, leads turn into prospects if they express desire to become officers and appear to meet basic eligibility criteria. If those prospects decide to apply for the Navy, they then become applicants and that is considered “first contact”.

Some service members with prior military service still need to see a recruiter. This depends on the amount of time since the member was separated or discharged (if an enlisted member has been separated/discharged for more than 24 hours and if an officer has been separated/discharged more than 6 months they need to see a recruiter) or if the member’s record contains Adverse Information Material (AIM).

3.3.1.1.11 Reserve leads from prior service:

3.3.1.1.11.1 The system shall receive from NSIPS (from NES, and OPINS) leads, a list of potential officer and enlisted Reserve candidates (they are referrals).

3.3.1.1.11.2 The system shall pass officer and enlisted Reserve candidates to WebRTools.

3.3.1.1.11.3 The system shall receive officer and enlisted referrals from WebRTools.

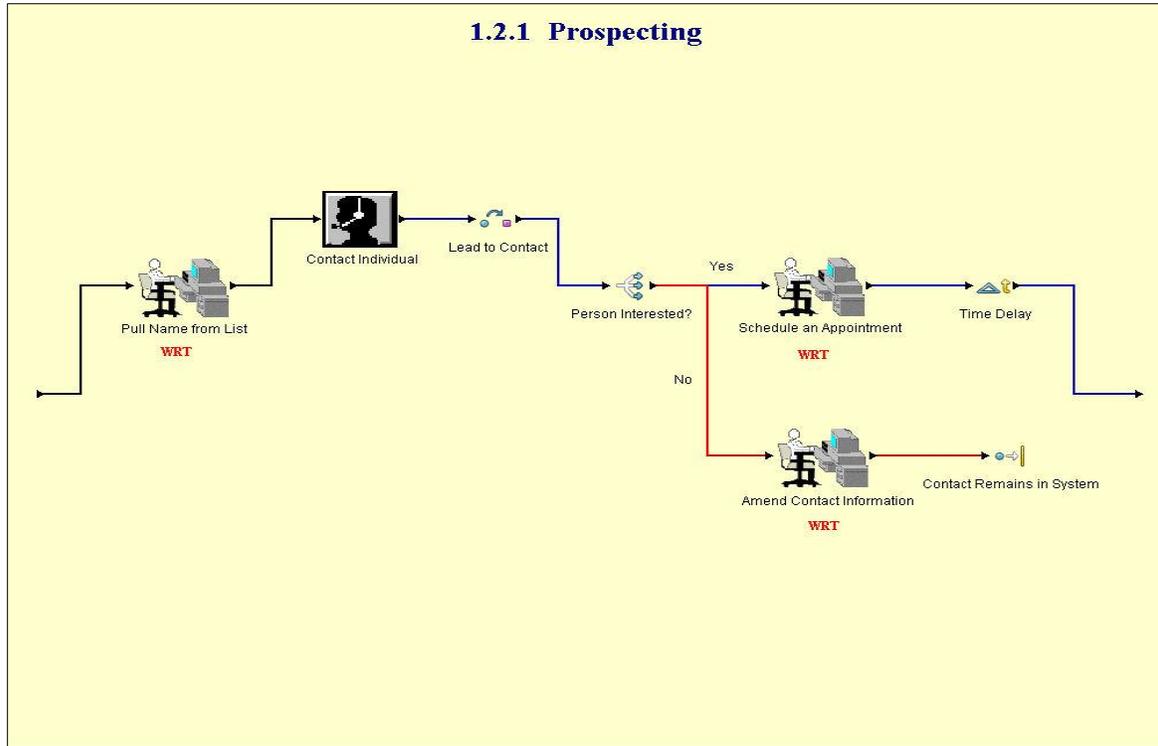


Figure 7 - Officer Prospecting

A recruiter pulls a name from a list of leads and calls the lead to gauge his/her interest in the Navy. If the lead is still interested an appointment is scheduled to discuss opportunities in more detail. The lead is now a contact.

If the lead is not interested his or her name is removed from the list. Note that the system maintains all personnel records for a minimum of two years. The system shall provide authorized Users the ability to import Prospect information from the designated Applicant Prospecting CRM system (i.e., WebRTools).

3.3.1.1.12 The system shall provide authorized Users the ability to view Prospect information from the designated Applicant Prospecting CRM system (i.e., WebRTools).

3.3.1.1.12.1 The system shall require, at a minimum, entries in the following fields prior to allowing import of any specific Prospecting record: (a WebRTools query from PRIDE MOD II) last name and Social Security Number (SSN).

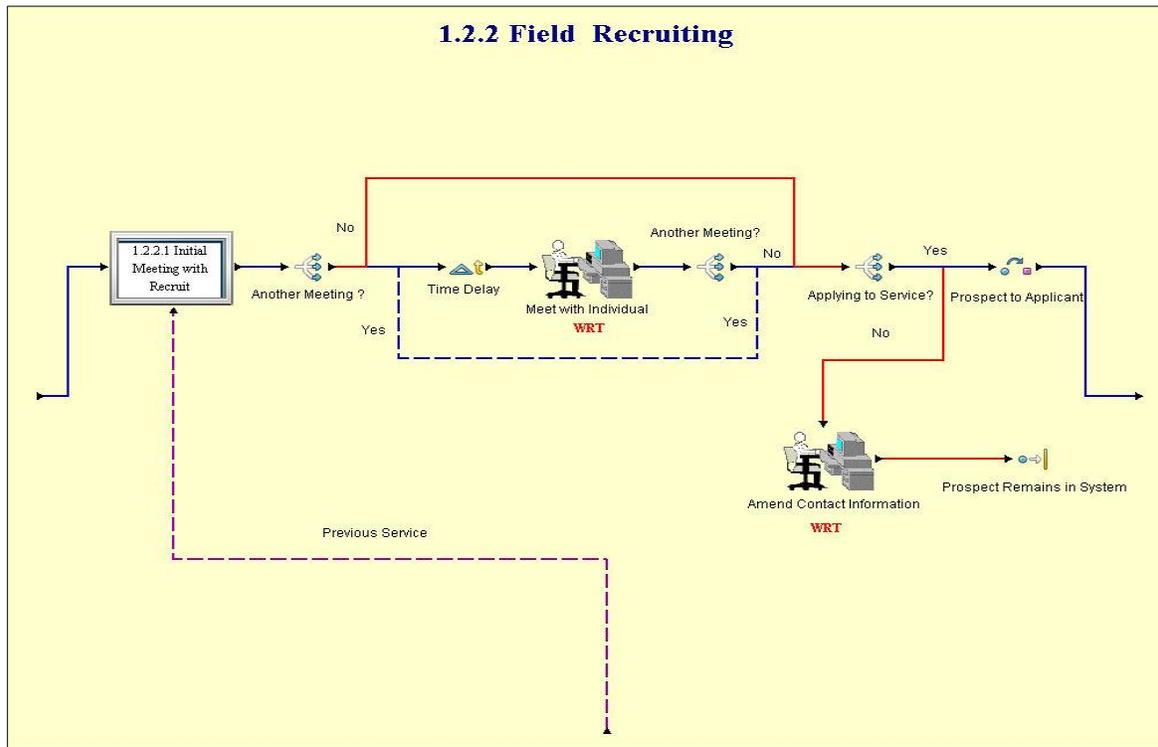


Figure 8 - Officer Field Recruiting

During the field recruiting phase, the recruiter meets with the prospect to collect biometrics data and other personal information. The prospect becomes an applicant during these meetings, and once the prospect's application is complete he/she is officially ready to apply to the service.

If he/she does not apply, the record is amended and is maintained 6 years although he/she is no longer an active prospect.

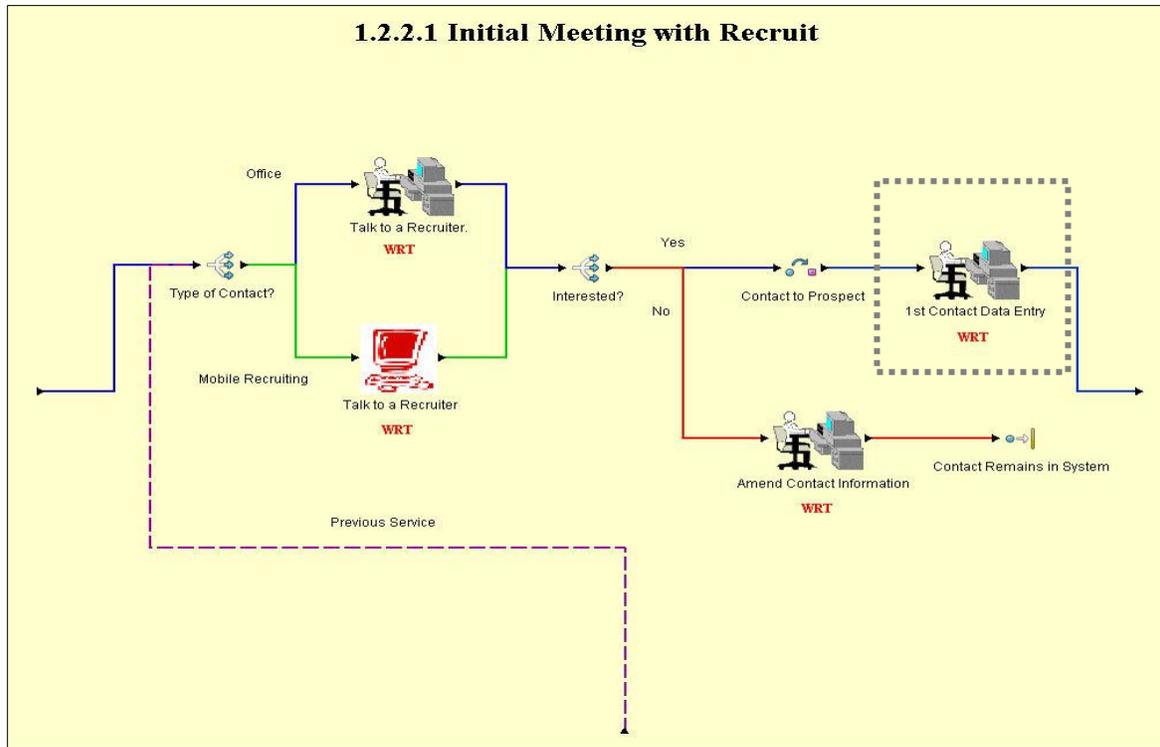


Figure 9 - Initial Meeting with a Recruit

The recruiter meets with the prospect to collect application information. In the future, the recruiter will be able to use a mobile recruiting device so these meetings will not need to be in an office. At this stage the recruiter starts collecting positive ID data (such as biometrics, etc.) as part of First Contact.

The contact now becomes a prospect.

3.3.1.1.13 First contact:

3.3.1.1.13.1 The system shall have the ability to receive from WebRTools biometric information.

3.3.1.1.14 Positive identification: The system shall interface with eSOA/MIRS/XRISS to provide the ability to ensure positive identification of Applicants processed for military service.

3.3.1.1.14.1 The system shall provide the capability to capture, index and validate the Applicant's biometric data to their entrance processing record. Once an Applicant is enrolled, the Applicant's biometrics shall be used to verify positive identification continuously throughout entrance processing.

3.3.1.1.14.2 The system shall have the capability to capture, review, update, and delete facial recognition quality digital photographs.

3.3.1.1.14.3 The system shall have the capability to manage fingerprint biometrics by storing in temporary holding files, interface with DoD systems and Biometric Information Management Agency (BIMA).

3.3.1.1.14.4 The system shall have the capability to detect digital photograph devices via a web interface.

3.3.1.1.14.5 The system shall have the capability to detect fingerprint biometric devices.

3.3.1.1.14.6 The system shall have the capability to verify the identity of the Applicant via association (match biometric).

3.3.1.1.14.7 The system shall have the capability to communicate with fingerprint biometric input devices.

3.3.1.1.14.8 The system shall have the capability to communicate with digital photograph input devices.

3.3.1.1.15 eSOA/MIRS/XRISS Enrollment: The system shall interface with eSOA/MIRS/XRISS to obtain the initial capture and storage of the Applicant's biometrics and the association of the biometric with the Applicant entrance processing record.

- 3.3.1.1.15.1 *The system shall have the capability to communicate bi-directionally with authorized Accessions Communities of Interests (ACOI) for biometric verification.*
- 3.3.1.1.15.2 *The system shall verify the biometric signature (index fingers) matches the current on file biometric signature prior to validating a form for signature.*
- 3.3.1.1.15.3 *The system shall have the capability to exchange notifications and acknowledgements with authorized ACOI for biometric verification.*
- 3.3.1.1.15.4 *The system shall have the capability to associate Applicant biometric information with the Applicant's entrance processing record*
- 3.3.1.1.15.5 *The system shall have the capability to index Applicant biometric information with the Applicant's entrance processing record*
- 3.3.1.1.15.6 *System shall have the capability to search for previously enrolled biometrics.*
- 3.3.1.1.15.7 *The system shall have the capability to process sponsoring service change request using biometric information.*
- 3.3.1.1.15.8 *The system shall have the ability to process supporting documentation from eSOA/MIRS/XRISS on biometric data and applicant records.*

3.3.1.1.16 Enhanced Medical Pre-screen:

- 3.3.1.1.16.1 *The system shall have the capability to associate medical pre-screen questions with Applicant's pre-screen results, answers, and comments.*
- 3.3.1.1.16.2 *The system shall have the capability to support medical pre-screening-e.g. Medread.*
- 3.3.1.1.16.3 *The system shall have the capability to index medical data to an Applicant's record.*
- 3.3.1.1.16.4 *The system shall have the capability to manage configuration changes within medical pre-screening.*
- 3.3.1.1.16.5 *The system shall have the ability to receive check-in and check-out information based on a biometric check in at METS, USMEPCOM and other sites and processing stations (replaces MEPS Track). (NOTE - Deferred)*
- 3.3.1.1.16.6 *The system shall have the capability to access the records management capability to generate medical forms.*

3.3.1.1.16.7 *The system shall have the capability to receive information from the National e-Verify system if eSOA/MIRS/XRISS passes this information to the services. (Deferred)*

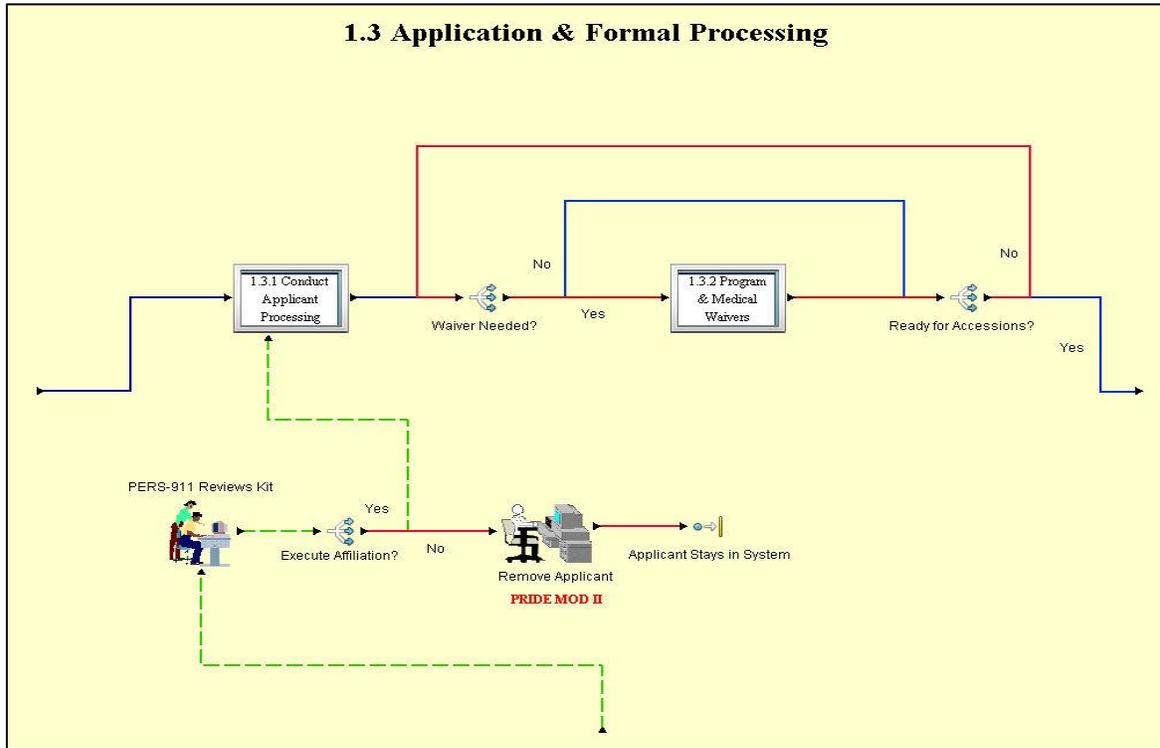


Figure 10 - Application and Formal Processing

The Application and Formal Processing phase gets the applicant ready for commissioning. Sometimes the applicant needs a program or medical waiver to meet the criteria for certain programs.

The Career Transition Office (CTO) assists Officers who want to affiliate into the Reserve Component (RC). PERS-911 reviews the Kits for transitioning Officers and decides if that applicant is eligible for the reserves. If the applicant is not eligible he is/her record is still maintained for 6 years.

3.3.1.1.17 *The system shall provide Standardized Testing information fields for updates, deletions or addition. (Authorized users only as designated)*

3.3.1.1.17.1 *The system shall receive Standardized testing information fields as noted in Appendix D (Standardized Testing Information).*

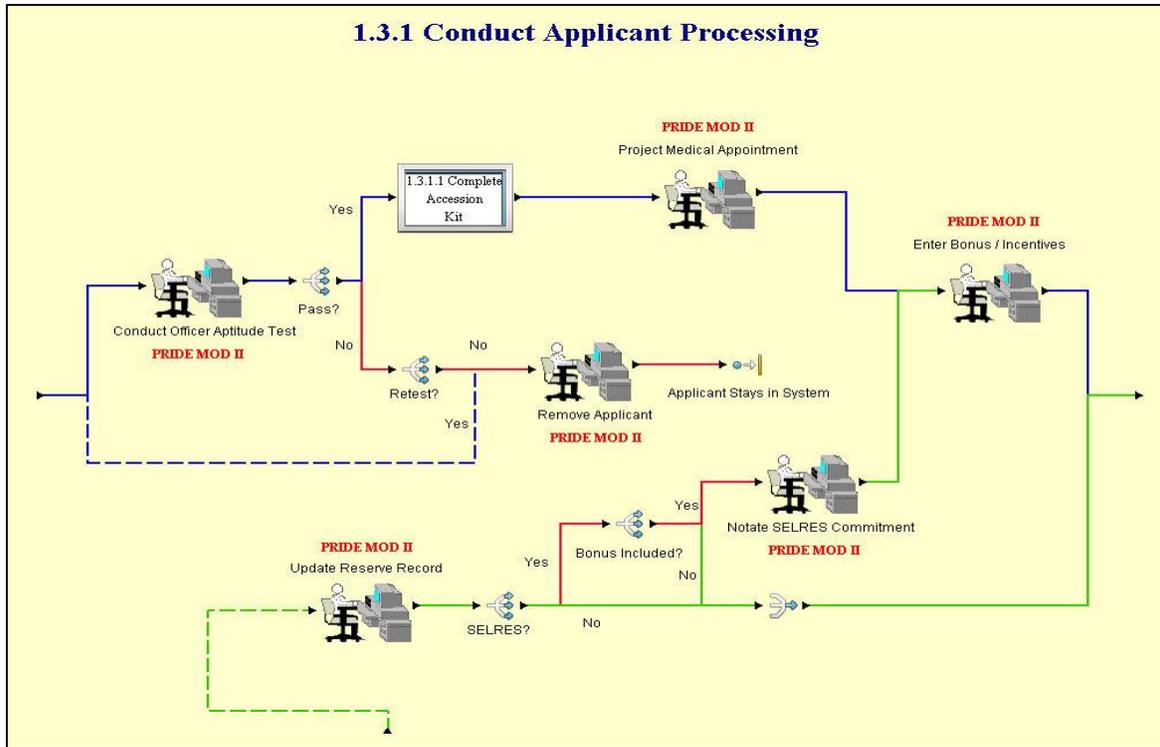


Figure 11 - Conduct Applicant Processing

During the Processing phase, the recruiter gives the applicant an Officer Aptitude test before deciding what type of Officer Programs - are best suited for that applicant. If the applicant is declared eligible for service, the recruiter determines the programs available, starts an official application, schedules a medical appointment, and calculates a bonus (if applicable).

PRIDE Modernization Business Rule: If the applicant does not pass the Officer Aptitude test he/she is removed from the system but his/her record is maintained for 6 years although they are no longer an active prospect.

Applicants transitioning to the RC decide between joining the Select Reserves (SELRES) or the Individually Ready Reserve (IRR). SELRES is when recruiters get credit for a “gain” (not an IRR). There is no service commitment or obligation when joining the SELRES unless they take a bonus (which they can pay back if they decide to leave.) IRR status is “2 year deferment” eligible if the applicant’s time away was less than 6 months.

It is possible the Officer decides he/ she is not interested in moving forward and their record is amended, but it is maintained for 6 years although he/she is no longer an active applicant.

3.3.1.1.18 Kit Processing/Applicant Processing (Information Applicant processing information fields are separated into two sections: General and Designator-specific)

3.3.1.1.18.1 The system shall provide general Applicant Processing Information fields to receive data as noted in the Appendix E: General Applicant Processing Fields. The General information fields apply to the entire applicant Kit.

3.3.1.1.18.2 The system shall provide the ability to enter Bonus / Incentive information for more than one Bonus / Incentive event. Data Field information is noted in Appendix E: General Applicant Processing Fields.

3.3.1.1.18.3 The system shall provide the ability to receive and enter Scroll information for more than one Scroll event. Data Field information is noted in Appendix E: General Applicant Processing Fields.

3.3.1.1.18.4 The system shall provide the ability to receive and enter Internal and External Waiver information for more than one External Waiver event. Data Field information is noted in Appendix E: General Applicant Processing Fields. The system enters the information within the DD Form 1966 and has the capability to print, view and store.

3.3.1.1.18.5 The system shall allow an Applicant to process for up to five Designators within one Kit.

3.3.1.1.18.6 The system shall provide and receive Designator-specific processing information fields as noted in Appendix F: Designator-specific Processing Information Fields.

3.3.1.1.19 The system shall provide authorized Users the ability to save changes made to the processing Kit.

3.3.1.1.20 The system shall receive from WRT SSA information and functionality in the following functional sections:

- Applicant quick reference*
- Applicant processing information*
- Applicant blueprint information*
- Applicant demographic information*
- Applicant education information*
- Applicant military service information*
- Applicant United States Navy Reserve (USNR) and NAVET processing information*
- Applicant Final Selection and Actions*
- Applicant collegiate and OCS management*

3.3.1.1.21 *The system shall contain an Applicant profile that will automatically update all of the identical fields with information entered into a single field so applicant data shall appear only once and be populated in multiple locations.*

3.3.1.1.22 *The system shall allow a collegiate/OC program applicant that was terminated from the program to be projected as an enlisted applicant for classification, DEP and shipping to RTC.*

3.3.1.1.23 *Applicant Kit Documentation:*

3.3.1.1.23.1 *The system shall provide Users the ability to upload various electronic documents (herein referred to as Applicant Kit documentation), including photographs and videos for use in workflow management.*

3.3.1.1.23.2 *The system shall provide authorized Users the ability to upload and download Kit documentation regardless of the Kit's current status or position in the overall workflow, in accordance with NRC hierarchy.*

3.3.1.1.23.3 *The system shall provide authorized Users the ability to add additional document types to the standard list of Document Type options.*

3.3.1.1.23.4 *The system shall associate uploaded Applicant Kit documentation to the appropriate corresponding designator processing submission and NRD processor.*

3.3.1.1.23.5 *The system shall notify the NRC Processor associated with the Applicant Kit when a new file is associated with the Kit.*

3.3.1.1.23.6 *The systems shall provide the NRC Processor the following information concerning a newly associated file:*

- *Associated Kit ID*
- *Applicant last name, first name*
- *Current Work Group affiliated with the Kit*
- *Type of file uploaded*

3.3.1.1.23.7 *The system shall provide Users the ability to display and print Kit documents.*

3.3.1.1.23.8 *The system shall restrict Applicant Kit documentation deletion rights to the following User Roles only:*

- *Applicant prior to hitting final submission button*
- *NRC Lead Processors prior to applicant selection*
- *NRD-level User Roles prior to approval of Kit submission by Program Manager*
- *System Administrator can only delete an applicant's record after processing*

3.3.1.1.23.9 The system shall restrict deletion of uploaded Applicant Kit documentation by NRD-level Users to only those Kits not finally approved by the NRD Commanding Officer or Officer Program Officer.

3.3.1.1.24 Officer Kit:

3.3.1.1.24.1 The system shall check entries from WebRTools SSA application to ensure required valid entries match the fields noted in Appendix G (Kit Field Validation) prior to allowing the NRD Processor to perform a checklist validation action for a particular designator.

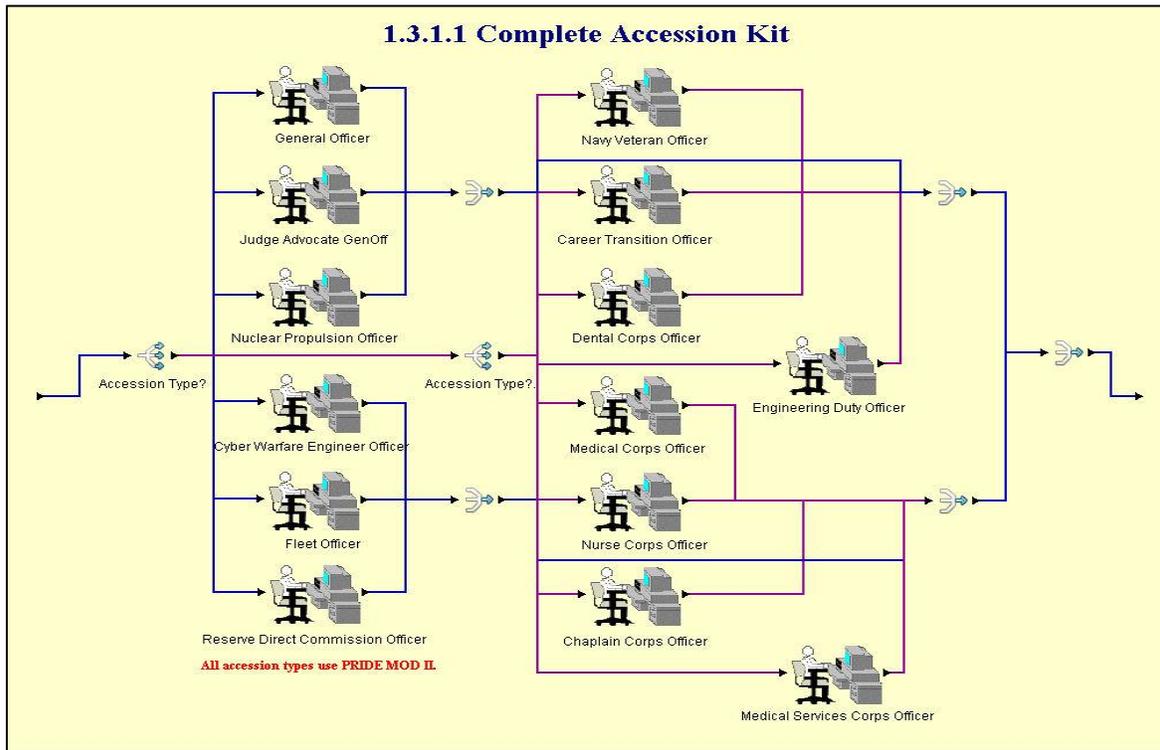


Figure 12 - Complete Accession Kit

Once a recruiter discusses with the applicant what programs are available, the applicant can then make a selection. There are 14 different accession programs and each has unique application requirements. The 14 accession types are shown in the above diagram. The applicant starts to complete an accessions Kit for the chosen program.

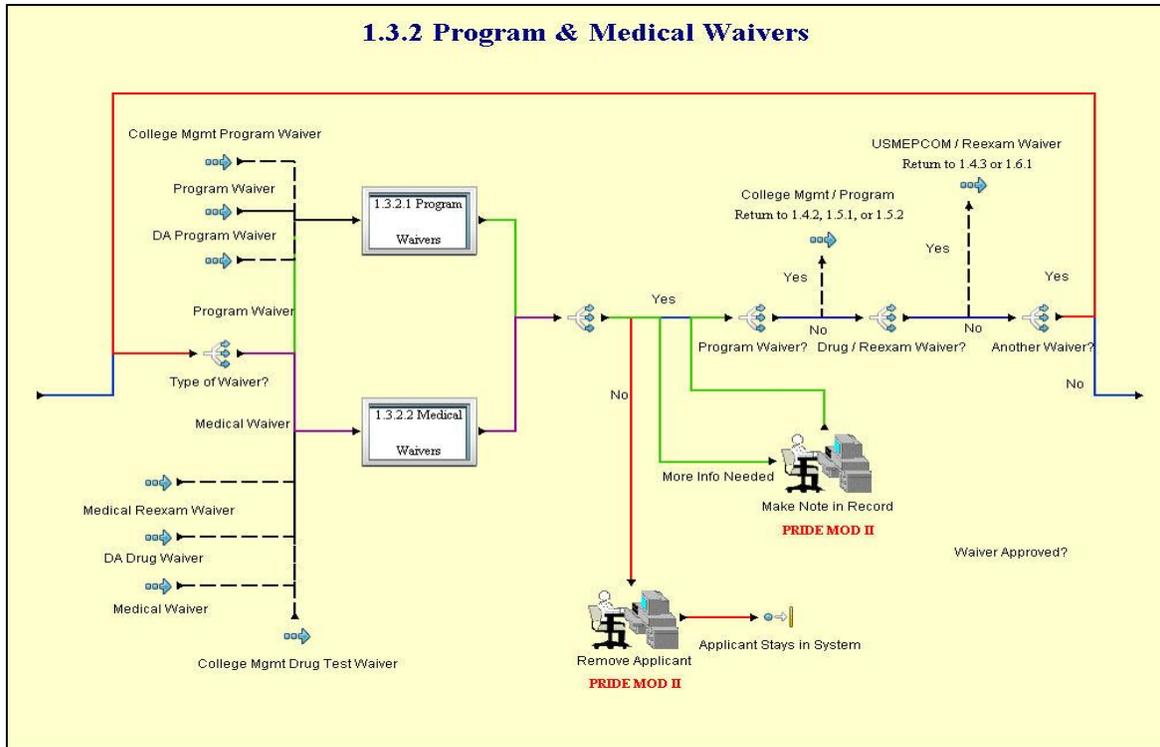


Figure 13 - Program Waiver and Medical Waivers

Sometimes an applicant needs a program waiver or medical waiver to meet the criteria for certain programs. If the waiver is granted the applicant moves forward with his / her application process. If the waiver is not granted the applicant has to leave the Accessions process or look for a different program. The waiver needs additional information to allow a decision to be made by the adjudicating party.

Program waivers are needed for applicants with adverse information on their record (such as misconduct (major misconducts, etc,) or those who might not meet all the requirements of certain programs.

Medical waivers are needed for applicants with medical conditions that might affect their ability to do certain jobs.

If a person is unable to obtain a waiver, he / she cannot become a member of the Navy. His/her record is amended, but is maintained for 6 years although he/she is no longer an active applicant.

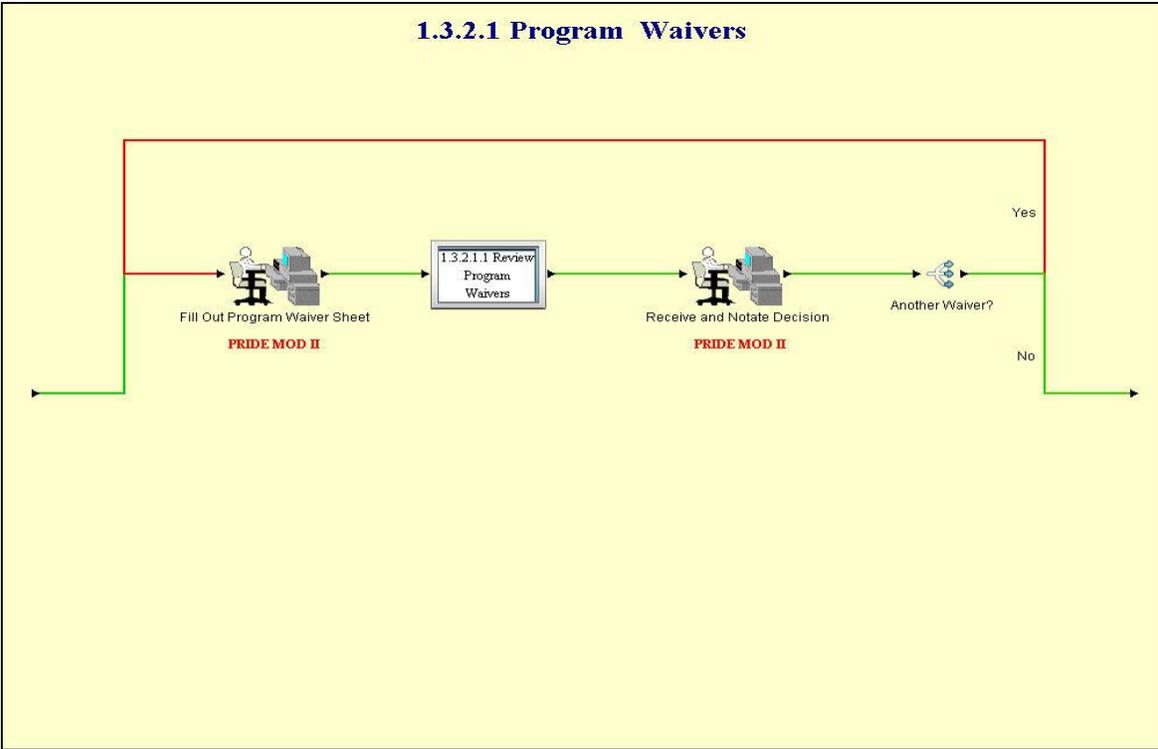


Figure 14 - Program Waivers Process

Program waivers are needed for applicants with adverse information on their record or those who might not meet all the requirements of certain programs.

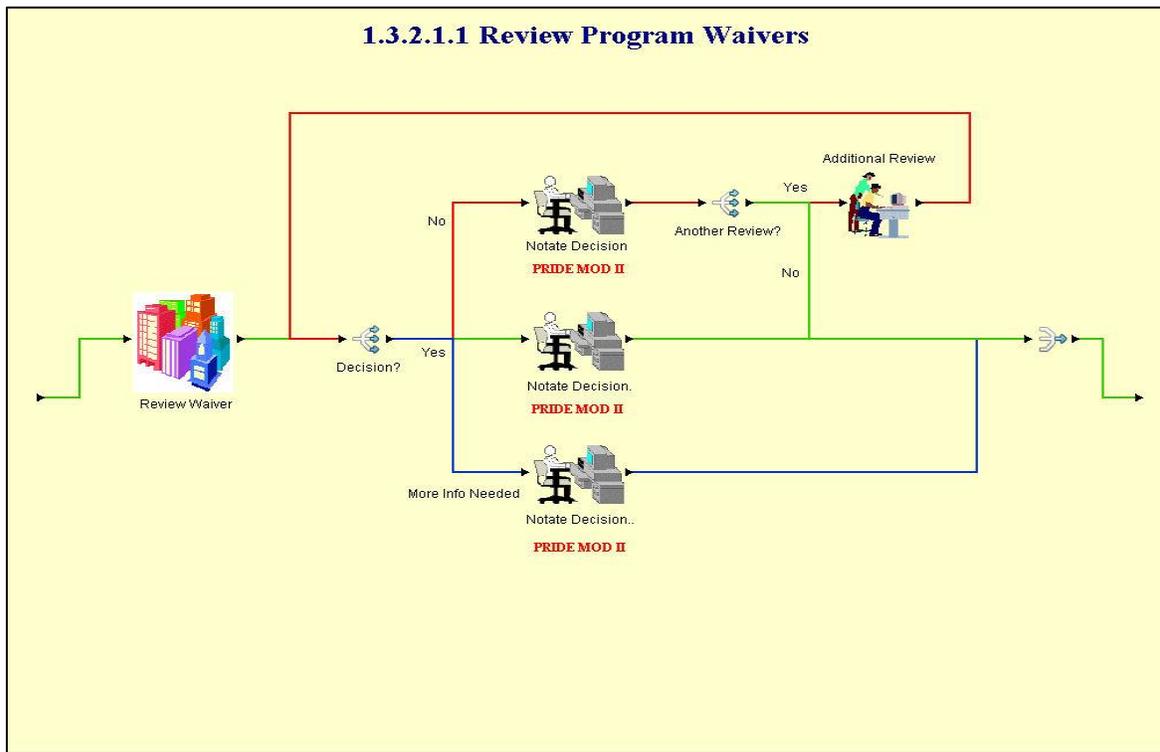


Figure 15 - Decision on Program Waivers

Once the program waiver is reviewed by a staff member at NRD, the waiver is either granted (in which case the person can move forward with their application), not granted (in which case the person has to leave the Accessions process or look for a different program) or it is returned because more information is needed to allow a decision to be made (in which case the person must provide the information to the adjudicating party).

1.3.2.2 Medical Waivers

NOTE - The actual medical exam can occur at several different times during the accessions process.

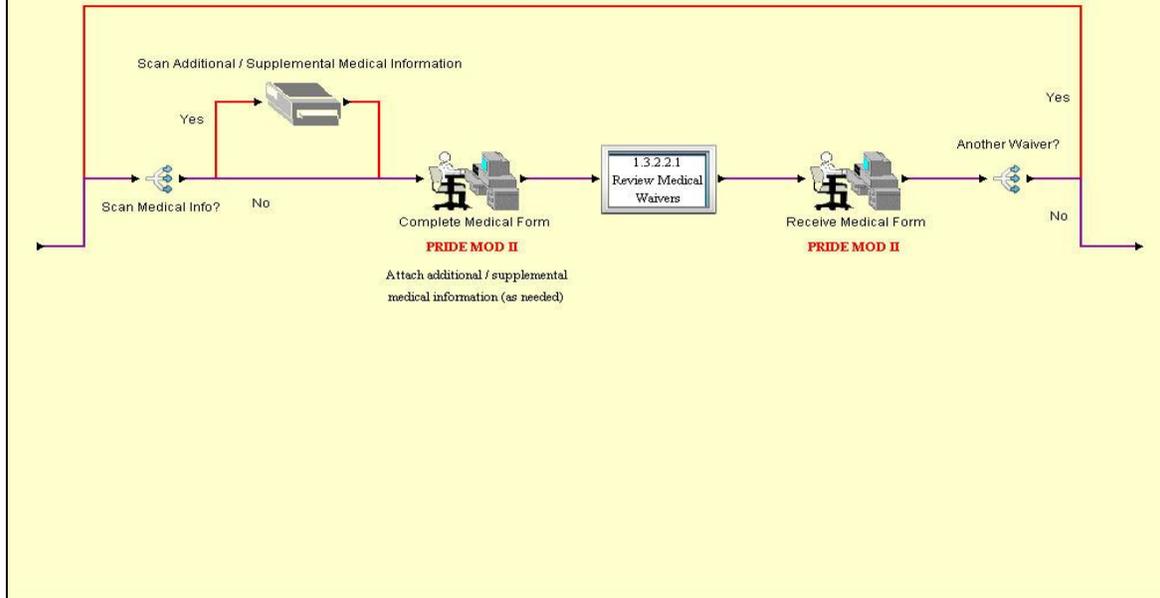


Figure 16 - Medical Waivers Review Process

Medical waivers are needed for applicants with medical conditions that might affect their ability to do certain jobs. Medical waiver forms will be contained in PRIDE Mod II and routed via workflow.

Before the waiver is officially reviewed, all supplementary medical information such as doctors evaluations, ICD-9 information, outside medical contract physicals, etc. must be scanned into the system and electronically attached to the file.

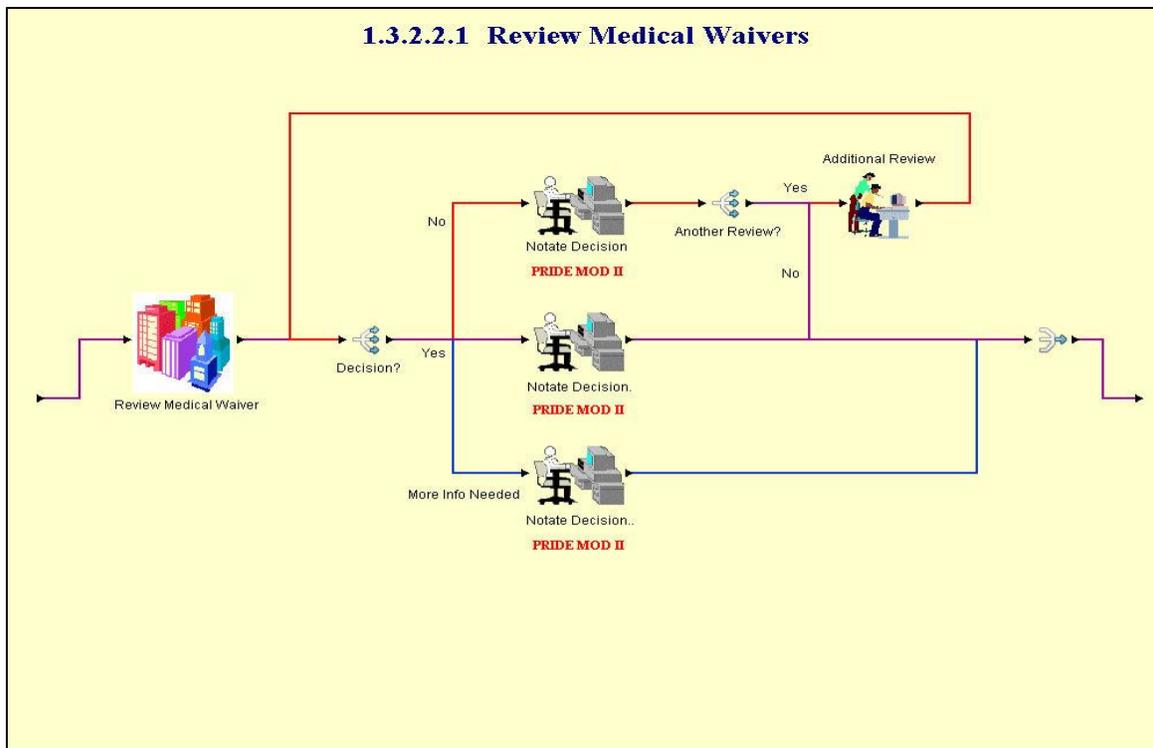


Figure 17 - Decision on Medical Waivers

Once the medical waiver is reviewed by a staff member at NRD, the waiver is either granted or denied. If the waiver is granted, the applicant moves forward with his or her application process. If the waiver is not granted the applicant has to leave the Accessions process or look for a different program; or because the waiver needs additional information to allow a decision to be made the adjudicating party.

3.3.1.1.24.1.1 The system shall allow the user to add and modify an Applicant's SSN with corresponding support documentation to the processor NLO or EPDS.

3.3.1.1.24.1.1.1 The system shall notify all upstream and downstream systems of any applicant SSN change.

3.3.1.1.24.1.1.2 The system shall allow a SSN change after an NLO prior to projection.

3.3.1.1.24.1.1.3 The system shall allow a SSN change after initial projection to eSOA/MIRS/XRISS only by the system administrator.

3.3.1.1.24.1.1.4 The system shall, as an exception, allow the NLO after initial projection to make an SSN change only when USMEPCOM system rejects the SSN either through an SSN conflict or an SSA validation error.

3.3.1.1.24.2 Display the Status of Waivers:

3.3.1.1.24.2.1 The system shall have the ability display, export and print waiver status reports to include the following data elements:

- *SSN*
- *Waiver Type*

3.3.1.1.24.2.2 The system shall maintain a log of approved waivers-to include the following information:

- *Name (Last, First, and MI)*
- *SSN*
- *Date Submitted*
- *Waiver Type (Text Field)*
- *Waiver Approved (Yes or No)*
- *Name of Waiver Processor (Last, First, and MI)*
- *Job / Program (Text Field)*
- *Number of Points waived*

3.3.1.1.24.2.3 The system shall have the ability display all documents associated with an applicant.

3.3.1.1.24.3 Alerts

3.3.1.1.24.3.1 Waiver Notification shall include:

- *Identification of the originating individual, District, Region, or USMEPCOM*
- *The deadline for the reviewer's decision*
- *The method of accessing the waiver under review*
- *The method for indicating approval and the ability to enter comments*
- *The method for indicating disapproval and the ability to enter comments*

- 3.3.1.1.24.3.2 The system shall notify the user by waiver type if a waiver package linked to the SSN is already in the system.*
- 3.3.1.1.24.3.3 The system shall alert the NLO that an applicant has a waiver pending and not allow the applicant to ship or confirm*
- 3.3.1.1.24.3.4 The system shall notify the District of the disposition of an OCM waiver and allow the District to print an approval or disapproval letter.*
- 3.3.1.1.24.3.5 The system shall notify the District of the disposition of the Dependent waiver and print an approval or disapproval letter.*
- 3.3.1.1.24.3.6 The system shall notify the District of disposition of the Major Misconduct / Civil waiver and allow the user to print an approval or disapproval letter.*
- 3.3.1.1.24.3.7 The system shall notify the District of the disposition of the RE-Code waiver and allow the user to print an approval or disapproval letter.*
- 3.3.1.1.24.3.8 The system shall notify the District of the disposition of the Navy Initial Fitness Assessment (IFA) and Physical Screening Test (PST) waiver and allow user to print an approval or disapproval letter.*

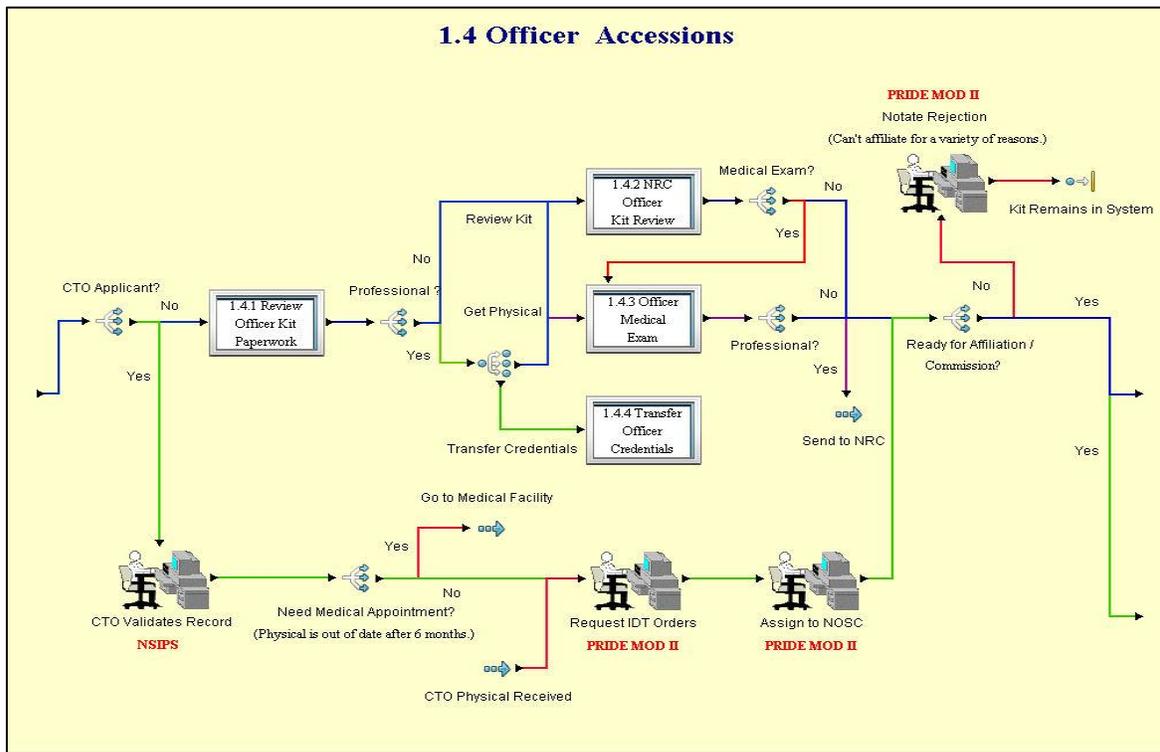


Figure 18 - Officer Accessions Process

An Officer applicant submits a Kit to the NRD and it is immediately reviewed for completeness. Once all the paperwork is accounted for, the Kit is passed to the NRC for review. Here the Professional Review Board will recommend the applicant for a specific position, and if the recommendation is upheld, the applicant will be given orders to attend Officers schooling.

PRIDE Modernization Business Rule: If the applicant is applying for a professional position (i.e. doctor, nurse, etc.), he /she must complete the physical exam at USMEPCOM and credentials must be reviewed. Non-professional applicants visit the USMEPCOM after their Kit is reviewed by NRC.

CTO applicants receive Inactive Duty for Training (IDT) orders which assign them to a Navy Operations Support Center (NOSC).

3.3.1.1.24.3.9 The system needs to provide N3M the capability to enter physical readiness data for officer applicants.

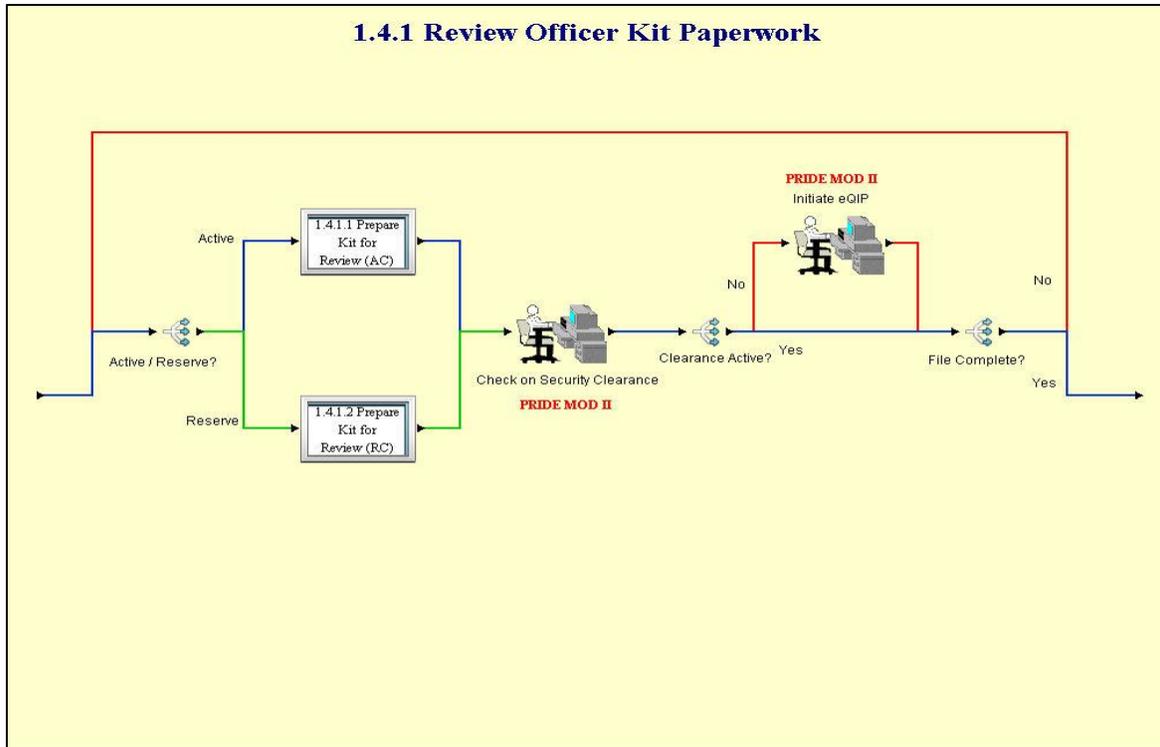


Figure 19 - Review Officer Kit Paperwork

The NRD looks at the applicant's personnel file and locates any missing information. It is possible that the applicant might need to be reclassified at this time. The NRD also checks to make sure the applicant's security clearance is active. If it's not active, a security investigation might need to be initiated in the Electronic Questionnaires for Investigations Processing (eQIP).

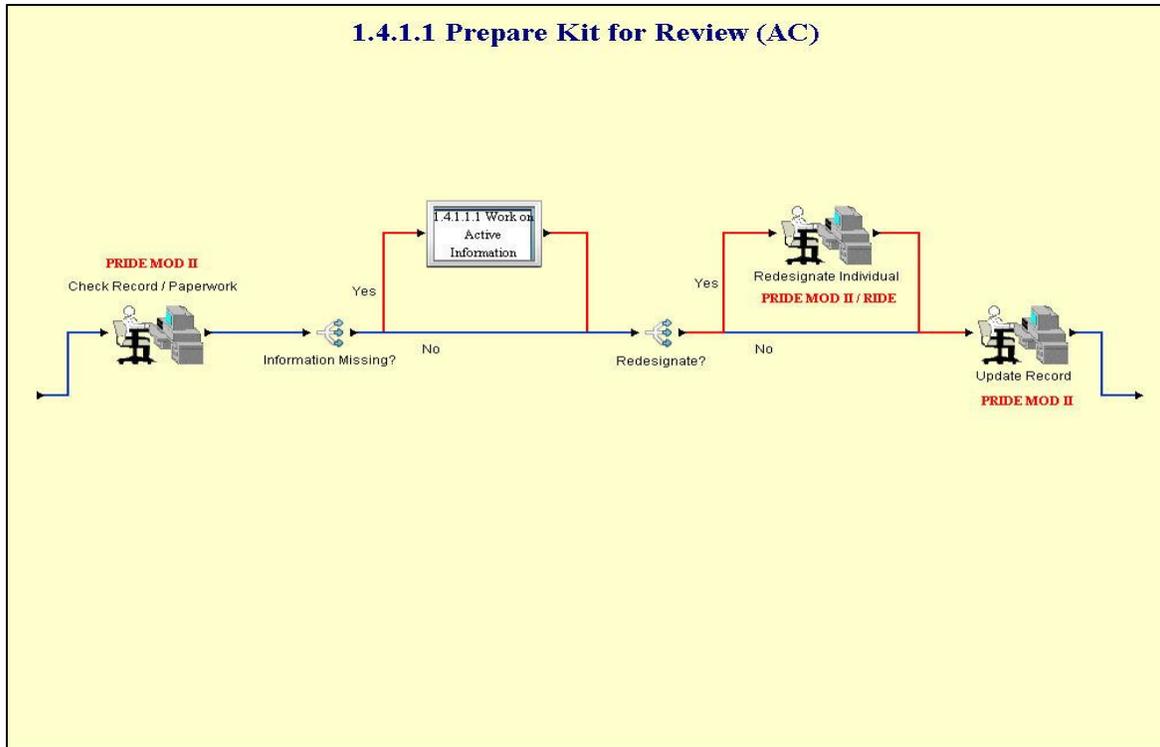


Figure 20 - Prepare Kit for Review (Active Component)

The NRD looks at the applicant's personnel file and locates any missing information. It is possible that the applicant might need to be redesignated during this process.

3.3.1.1.24.4 The system shall capture the officer applicant's personnel file and locate missing information. At this time, the officer applicant might be redesignated.

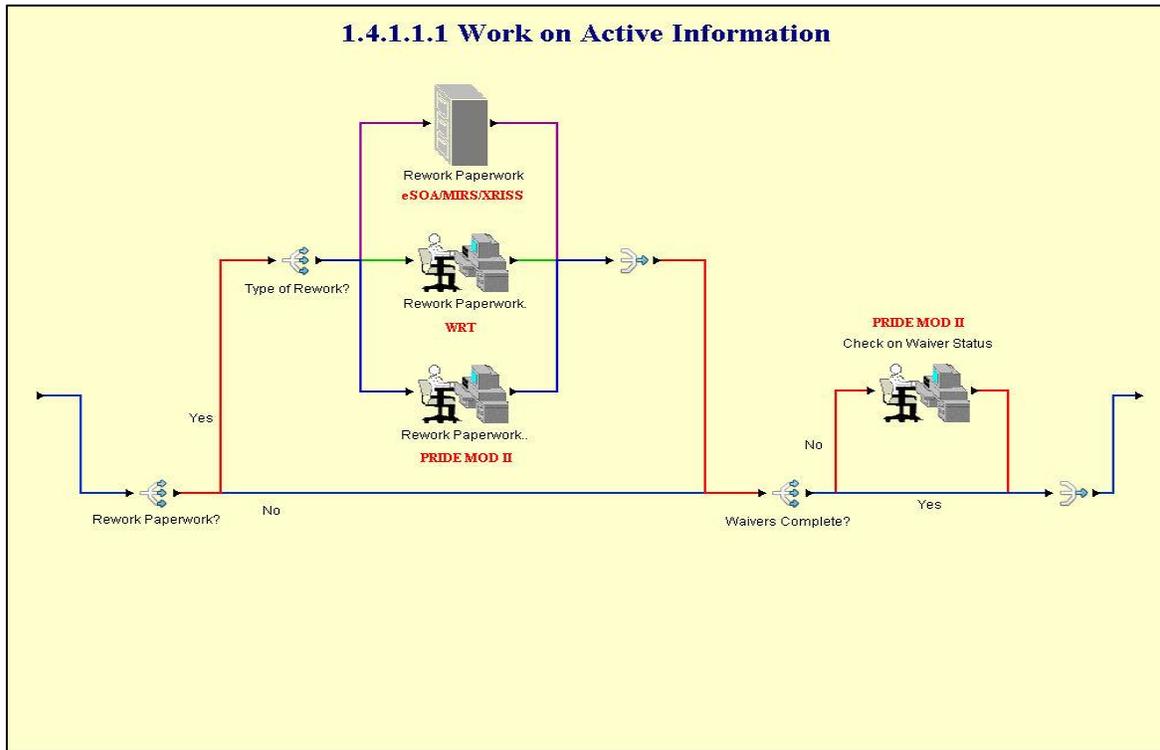


Figure 21 - Work on Active Component Information

The applicant's personnel file must contain all relevant paperwork including all waiver approvals.

3.3.1.1.24.5 *The system shall capture the officer applicant's personnel file (for example, paperwork and waiver approvals).*

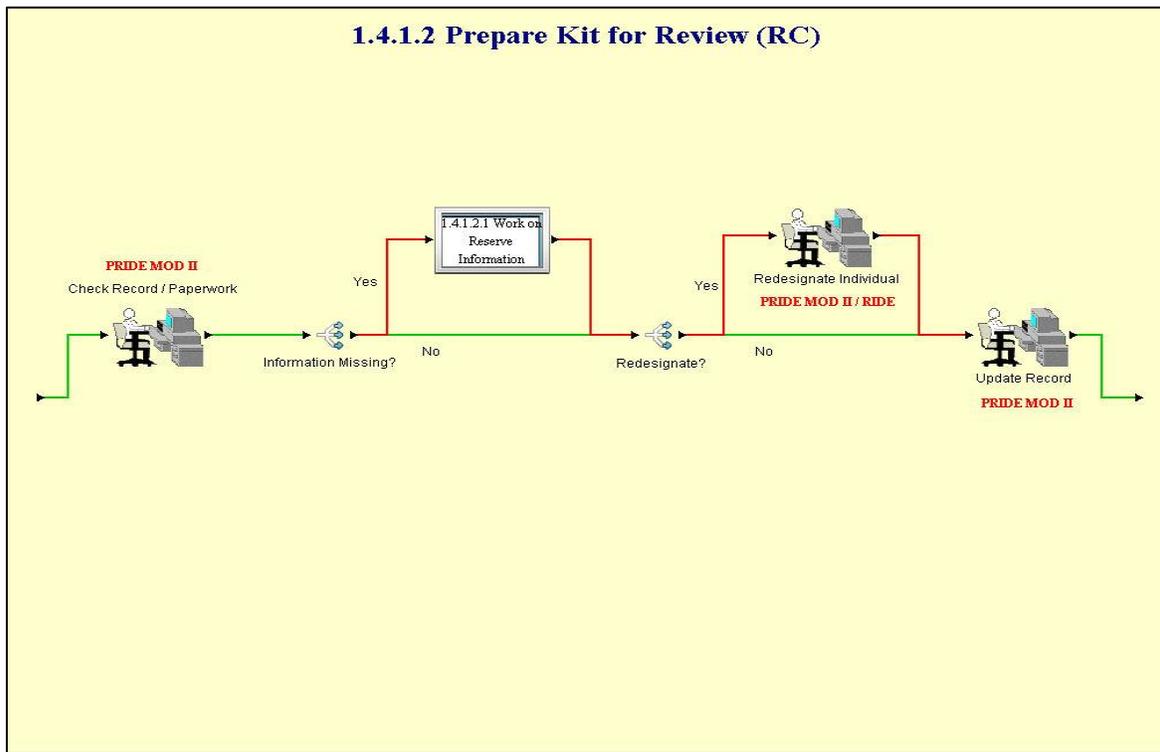


Figure 22 - Prepare Kit for Review (Reserve Component)

The NRD looks at the applicant's personnel file and locates any missing information. It is possible that the applicant might need to be redesignated during this process.

3.3.1.1.24.6 *The system shall capture the officer applicant's personnel file and locates missing information. At this time, the officer applicant might be redesignated.*

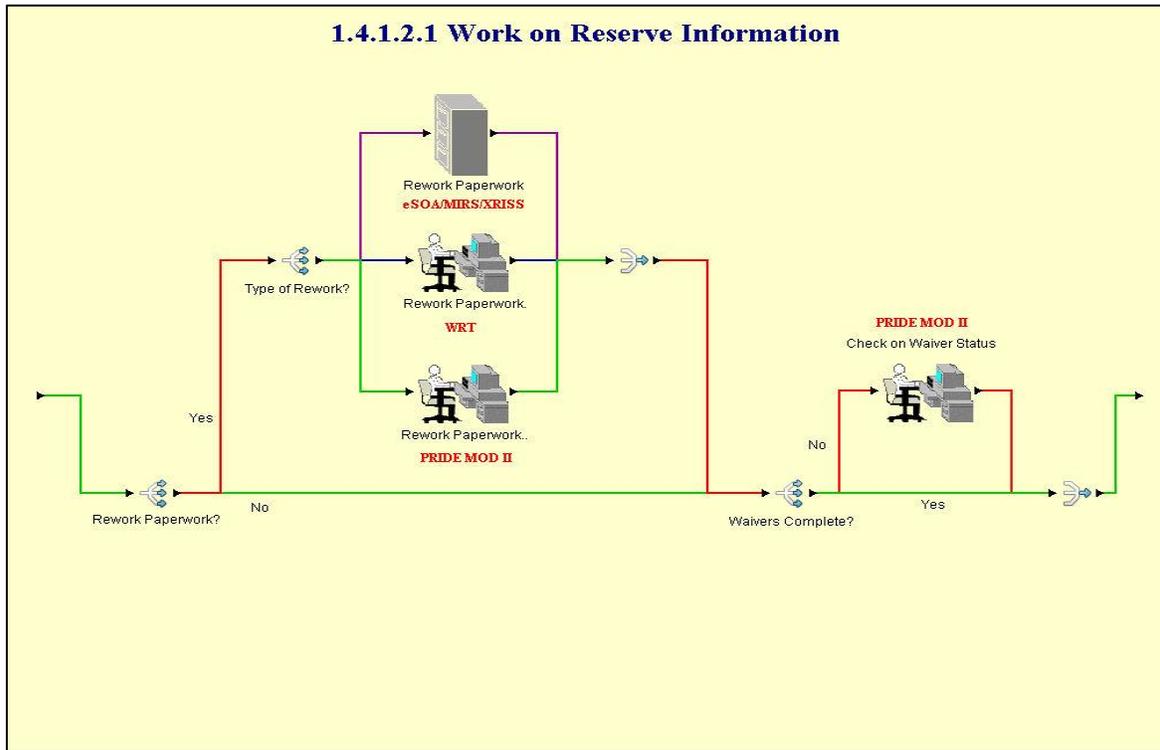


Figure 23 - Work on Reserve Component Information

The applicant's personnel file must contain all relevant paperwork including all waiver approvals.

3.3.1.1.24.7 *The system shall capture the officer applicant's personnel file (for example, paperwork and waiver approvals).*

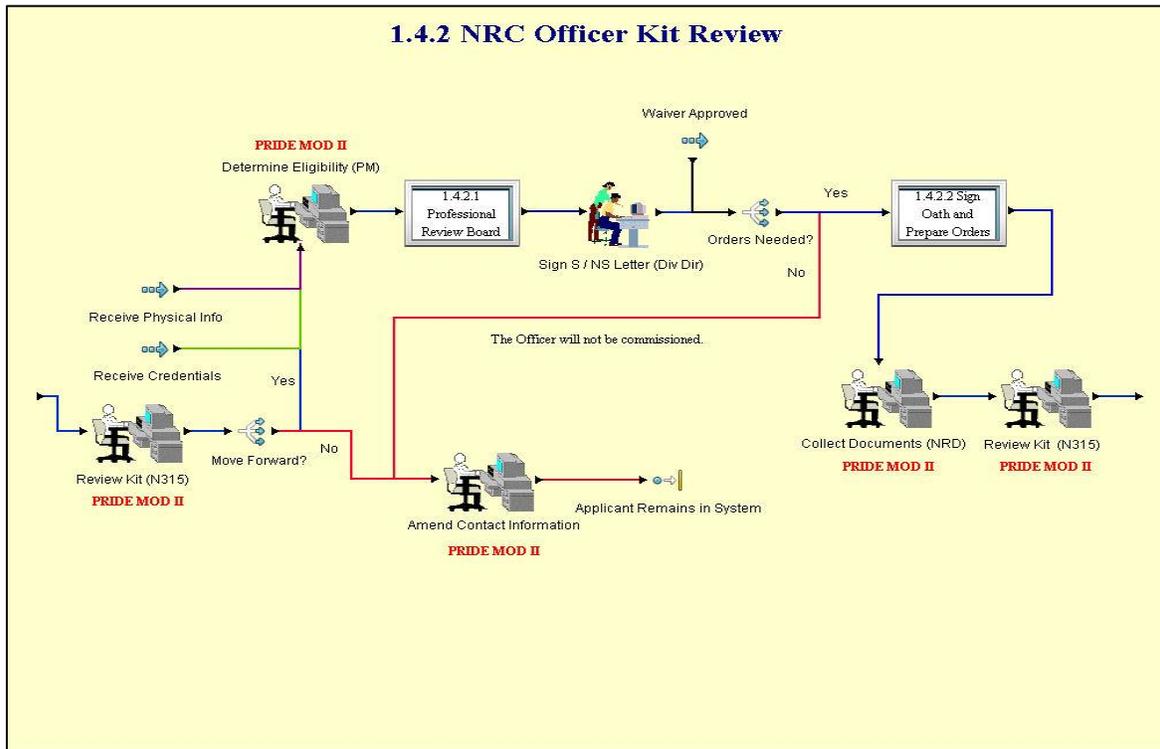


Figure 24 - NRC Officer Kit Review

The NRC PM reviews the Officer application Kit and determines the applicant’s program eligibility based on the applicant’s wish list and job openings. The applicant’s Kit is then shown to a Professional Board who makes a recommendation, not an appointment. The panel must come to one conclusion. An applicant can stand in front of as many as five boards, and if necessary, decide which appointment to accept (NOTE: Applicants can also decline appointments.)

It is possible there are some new developments since the Kit was compiled, so the NRD will notify the board of this bad behavior, etc. and the record will be amended. It is possible that an applicant may have to withdraw or be resubmitted based on the missing information or new findings.

The board may find something “missing” from a file so they will send it back to the PM who will try to “fix” the problem.

Officer applicants go through the Board selection process. After the Professional Board process, applicants need to sign a select letter, the Oath of Enlistment, and receive their official orders.

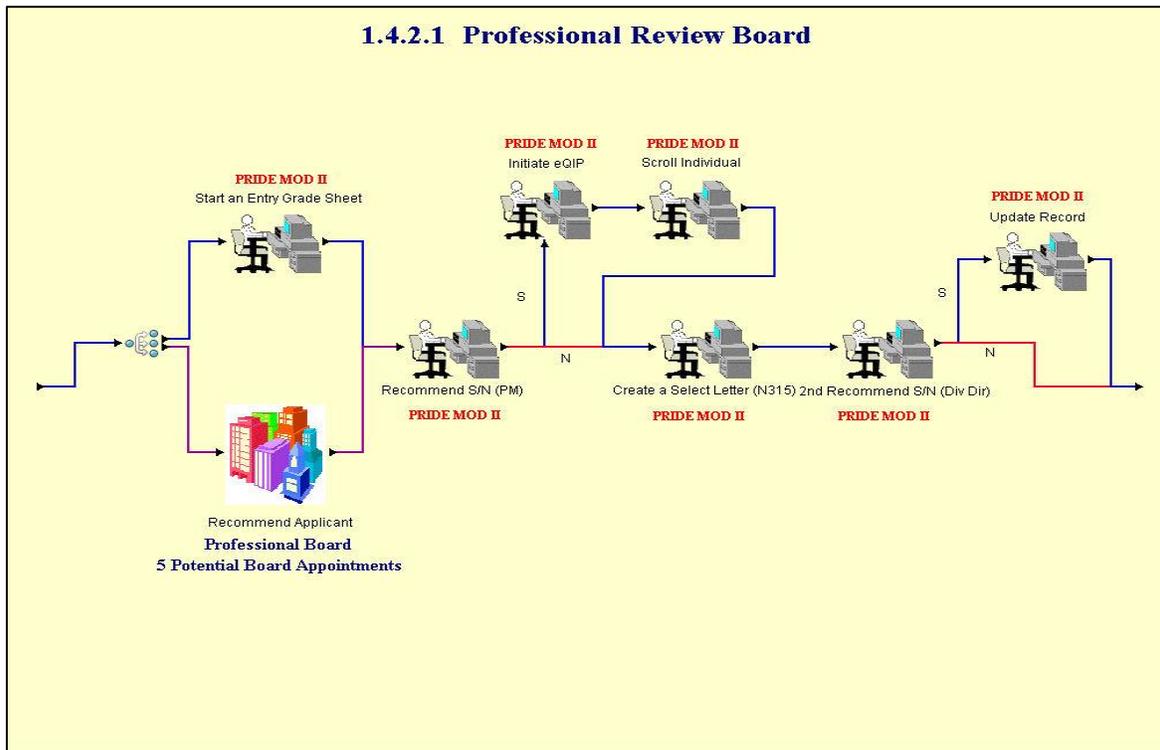


Figure 25 - Professional Review Board Process

While the applicant is standing before the Professional Board an “entry grade sheet” is started. The board then makes a “select/nonselect” decision, and if they decide to recommend, or select the applicant, the NRC starts the scrolling process, initiates eQIP, and drafts a select letter. The NRC director reviews all of this information and makes the second “select/nonselect” decision. The applicant’s record is updated in PRIDE Mod II to notate these decisions.

3.3.1.1.24.8 *The system shall capture the applicant’s “entry grade sheet” decision made by the Professional Review Board and the applicant’s record is updated in PRIDE MOD II.*

3.3.1.1.25 Professional Boards:

3.3.1.1.25.1 *The system shall provide and receive general Applicant Processing Information fields as noted in Appendix E: General Applicant Processing Fields.*

3.3.1.1.25.1.1 *The system shall provide for a Pro-Board recommendation using the following information fields:*

- A – Alternate
- N – No

- *H – Hold – Information required*
- *T – Table – No Information needed*
- *X – Not Basic Eligibility Requirement (BER)*
- *Y – Yes*

3.3.1.1.25.1.2 The system shall allow all users the ability to read Pro-Board recommendations for each designator field.

3.3.1.1.25.1.3 The system shall allow edit rights for data populated based upon action taken by the Pro-Board work group as per the designator flow chart provided in support of Adobe Live Cycle workflow.

3.3.1.1.25.1.4 The system shall post Pro-Board recommendation date / time stamp associated with the action of Pro-Board recommendation (displayed as DDMMYYYY).

3.3.1.1.26 Acceptance or Rejection:

3.3.1.1.26.1 The system shall allow for Applicant Selection and Actions Information by the selecting authority as follows:

- *Applicant Final Selection information – information fields for data that applies to Final Selection.*
- *Applicant Final Processing information – information fields for data that applies to Enlistment, Commissioning, and OCS and ODS.*
- *Applicant Management and Archiving Actions information – information displays for data that applies to Management and Archiving Actions.*

3.3.1.1.26.1.1 Applicant Final Selection Information:

3.3.1.1.26.1.1.1 The system shall receive and provide the Applicant Final Selection Information fields as noted in Appendix H: Applicant Final Selection Data.

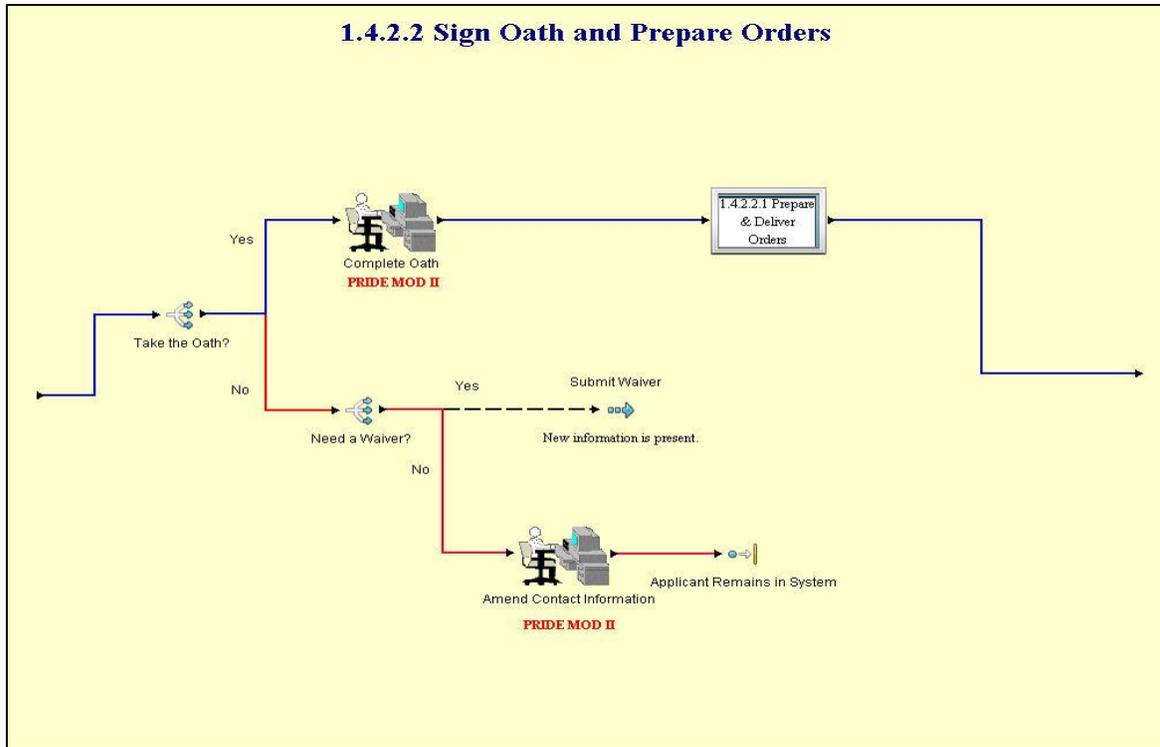


Figure 26 - Sign Oath and Prepare Orders

An applicant needs to sign the Oath of Enlistment before receiving official orders.

3.3.1.1.26.2 The system shall capture whether the applicant signed the Oath of Enlistment or if a waiver is required.

It is possible that the applicant will not sign the Oath due to some last minute issue, in which case a waiver is needed to continue accessions. If the applicant is unable to obtain a waiver he or she cannot become a member of the Navy. The record is amended, but is maintained for 6 years although the applicant is no longer active.

3.3.1.1.26.2.1 The system shall allow an applicant to sign and provide an oath of enlistment before receiving official orders.

3.3.1.1.26.2.2 The system shall allow workflow of the applicant's record back to NRD processor in the case that the applicant does not sign the oath or a waiver is needed.

3.3.1.1.26.2.3 The system shall allow a record to be maintained for 6 years at least although an applicant is not selected.

3.3.1.1.26.2.4 The system shall capture any waivers attempted and waiver status in the applicant's record.

3.3.1.1.27 Commissioning:

3.3.1.1.27.1 Enlistment and Commissioning Information:

3.3.1.1.27.1.1 The system shall receive and provide the User with the Enlistment and Commissioning information fields noted in Appendix I: Enlistment and Commissioning Information Data.

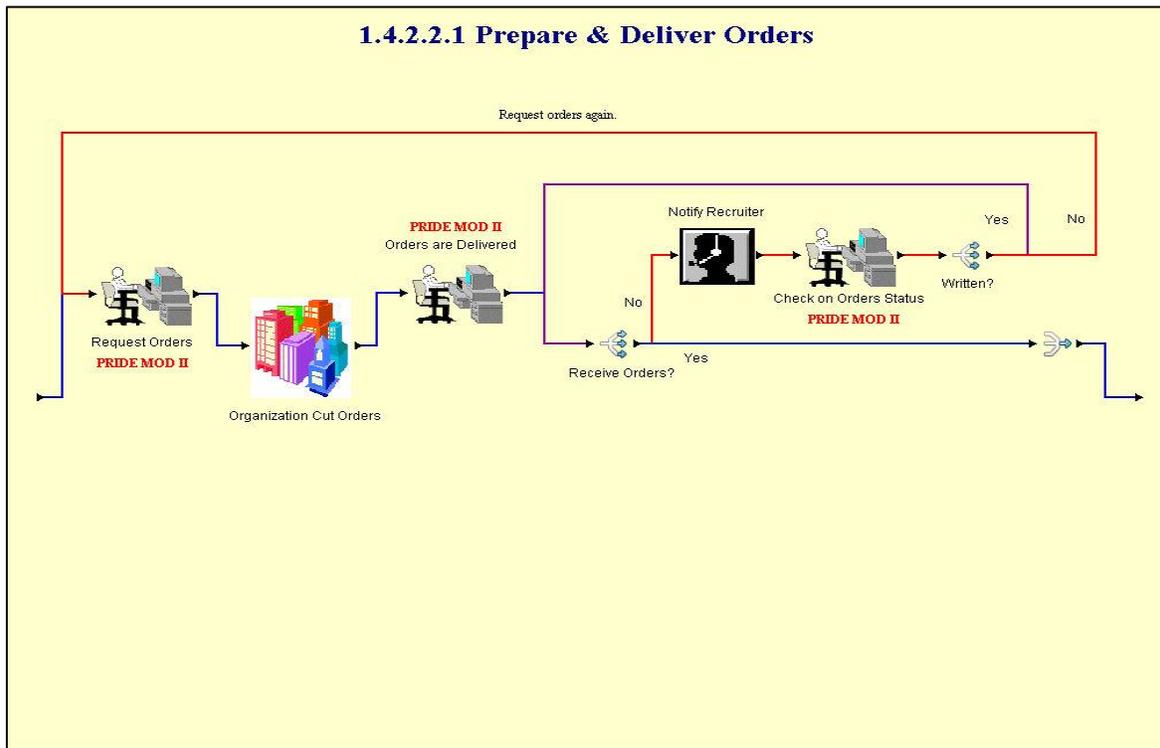


Figure 27 - Prepare and Deliver Orders

PERS cuts the Officer applicant's orders and delivers them to the individual.

3.3.1.1.27.2 *The system shall capture the officer applicant's orders request, status and delivery.*

PRIDE Modernization Business Rule: Order status is maintained in PRIDE Mod II.

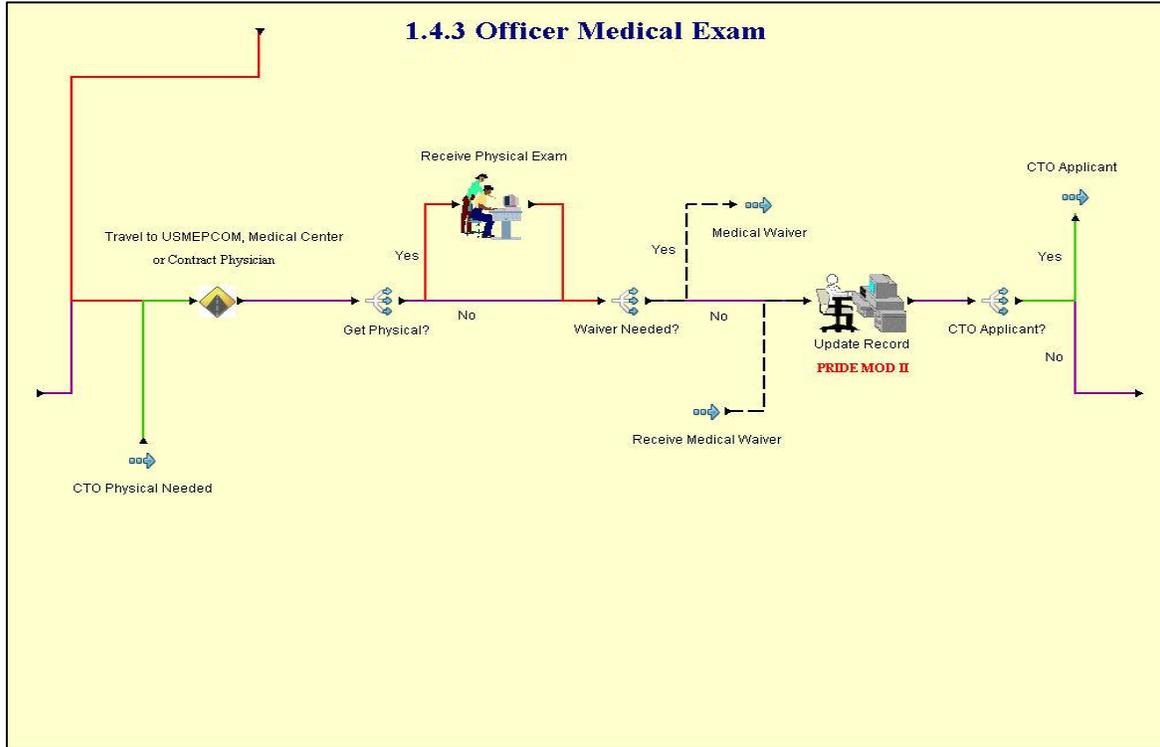


Figure 28 - Officer Medical Exam

The applicant travels to a United States Military Entrance Processing Command (USMEPCOM) or another medical center (if necessary). Here the applicant receives a physical examination. This information is then added to the applicant's application in PRIDE Mod II. It is possible the applicant needs a medical waiver to continue along this career path.

3.3.1.1.27.3 *The system shall capture the applicant's contract physical results and any medical waiver requested.*

3.3.1.1.27.4 *The system shall allow N3M access to enter information into the PRIDE MOD II system.*

1.4.4 Transfer Officer Credentials

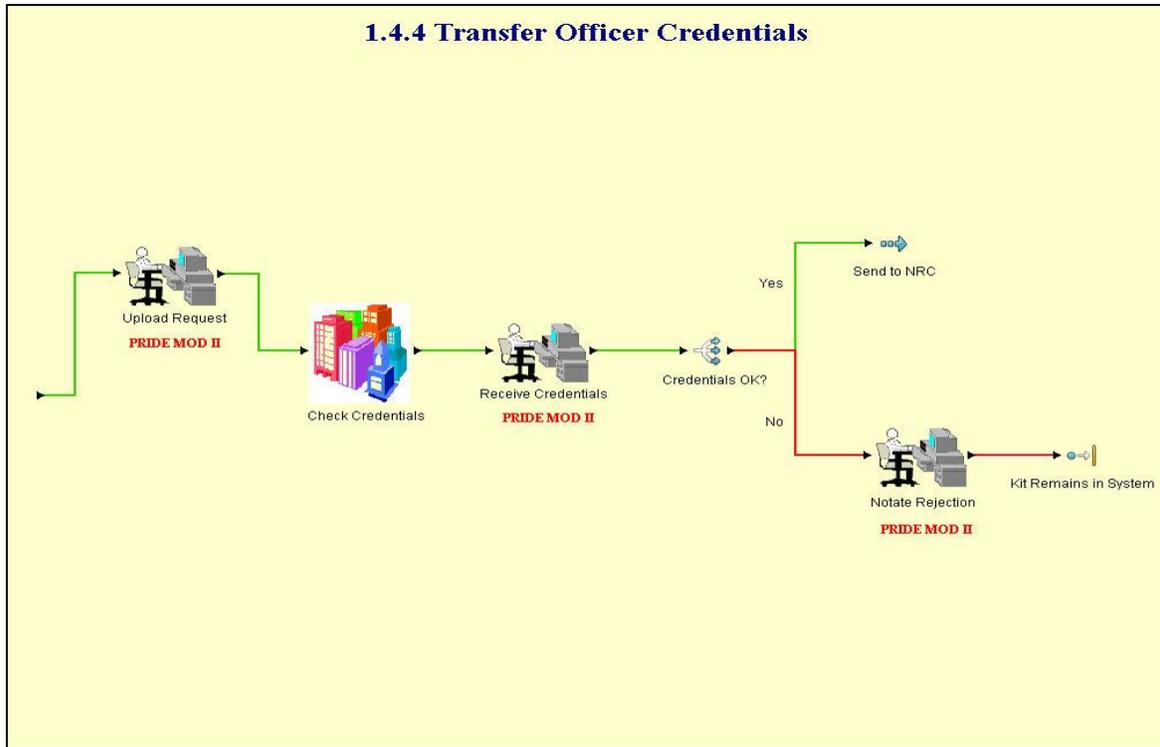


Figure 29 - Transfer Officer Credentials

PRIDE Modernization Business Rule: Professional applicants need to have their credentials transferred to the NRD by a credentialing agency.

The applicant cannot stand in front of a Professional Board without their valid credentials.

If the applicant's credentials are not valid, he or she cannot become an Officer in the Navy. The applicant's record is amended, but it is maintained for 6 years although the applicant is no longer active.

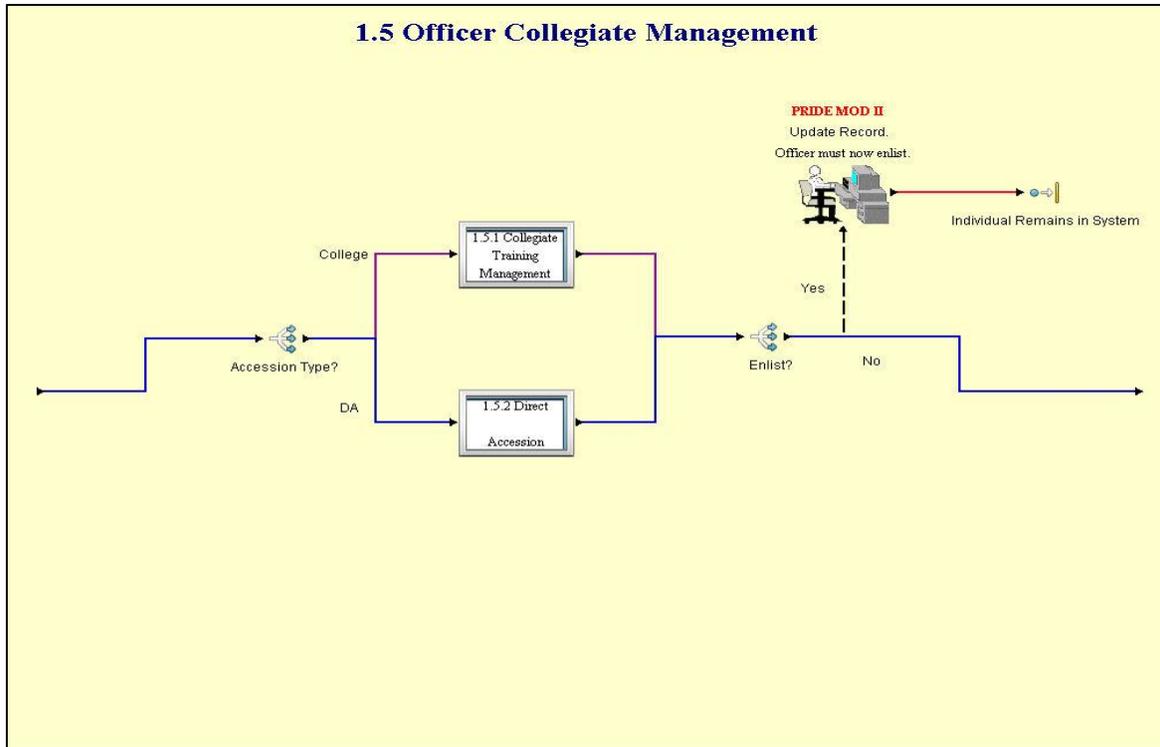


Figure 30 - Officer Collegiate Management Processes

There are several different Officer Accession pathways. Some applicants go to college as part of the Navy’s Collegiate Training Management system. Some applicants direct access and go right to Officer’s school.

PRIDE Modernization Business Rule: It is possible some Officer applicants will not continue their accessions path and must now enlist in the Navy.

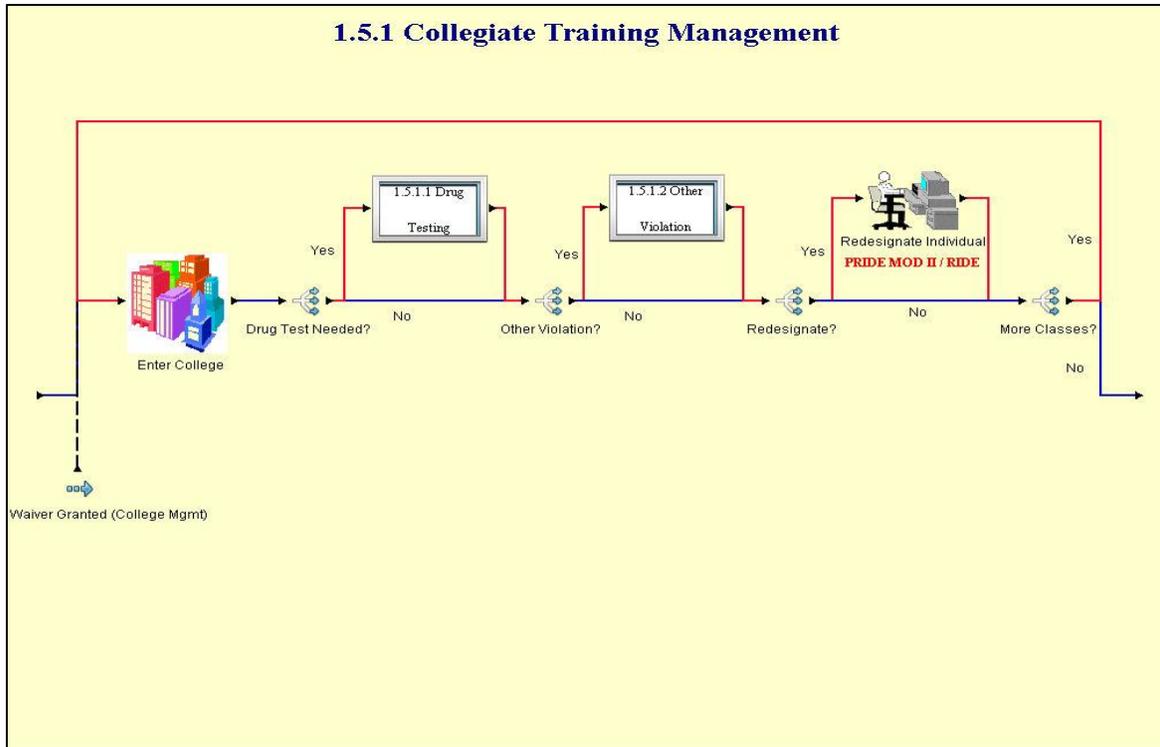


Figure 31 - Collegiate Training Management

Officer applicants who are part of the Collegiate Training Management program attend college before reporting to specific Officer's training.

PRIDE Modernization Business Rule: During their time in this program it is possible they will be subjected to a drug test or commit a violation. Depending on the nature of the offense a waiver may be needed to stay in the Navy.

PRIDE Modernization Business Rule: It is possible the applicant will be redesignated or removed altogether. His or her record is amended, but it is maintained for 6 years although he /she is no longer an active applicant.

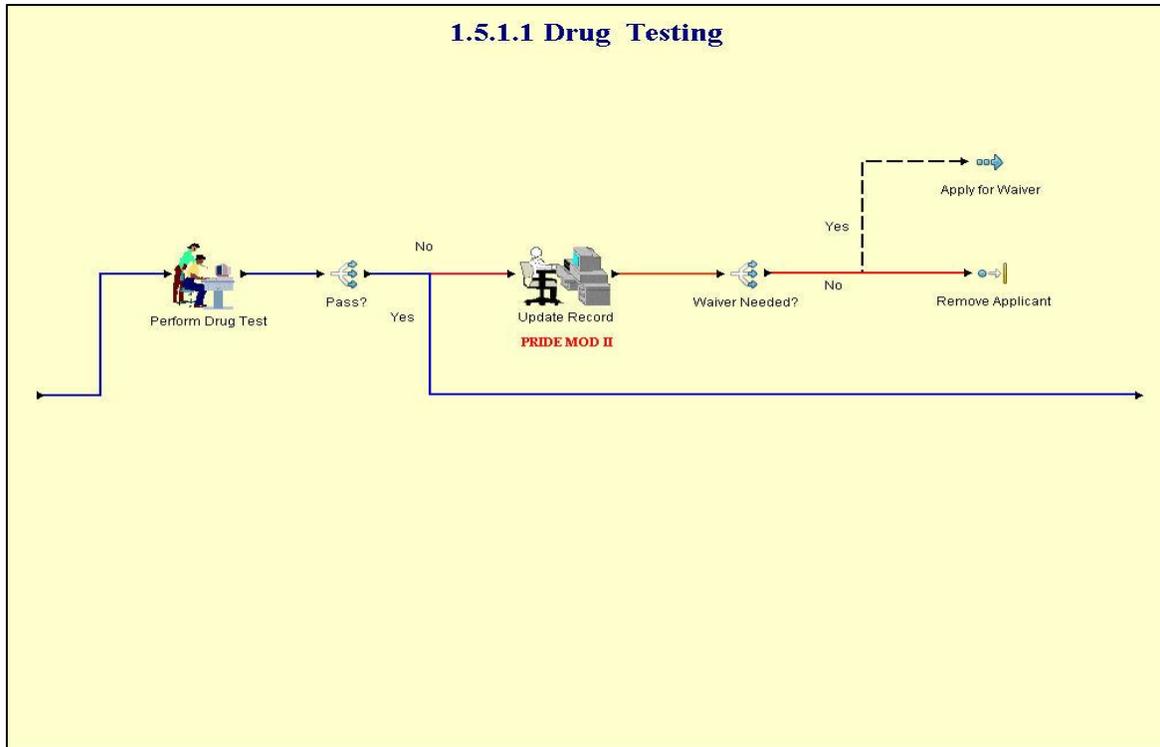


Figure 32 - Drug Testing

During college the applicant may be subjected to random drug testing. If it is a minor offense a waiver will be required to remain in DA. However, it is possible a positive test for a major infraction could lead to dismissal from the Navy. The applicant's record is amended, but it is maintained for 6 years although he /she are no longer an active applicant.

3.3.1.1.27.5 The system shall capture an officer applicant's drug test status or any violation committed.

1.5.1.2 Other Violation

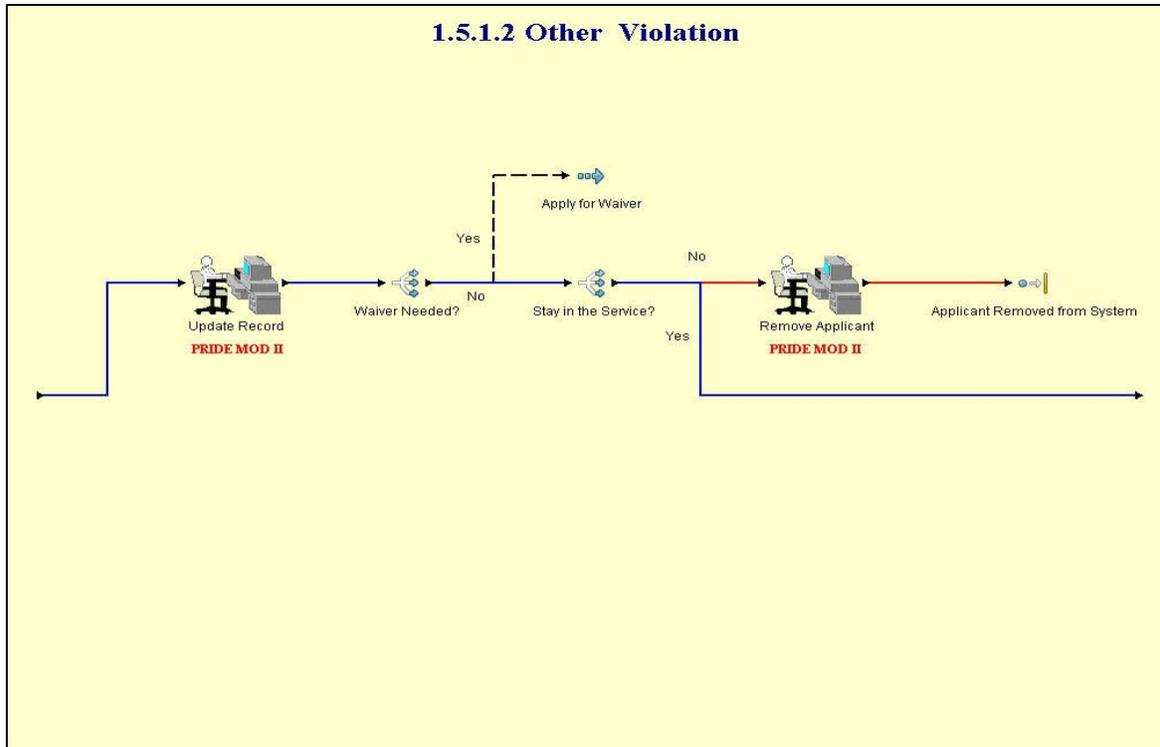


Figure 33 - Other Violation

During college the applicant may commit a violation that requires a program waiver. If it is a minor offense a waiver will be required to remain in college. However, it is possible a major infraction could lead to dismissal from the Navy. The applicant's record is amended, but it is maintained for 6 years although he /she are no longer an active applicant.

3.3.1.1.27.6 *The system shall capture an officer applicant's violation that was committed. At that time, a determination will be made of whether the officer will remain in the Navy.*

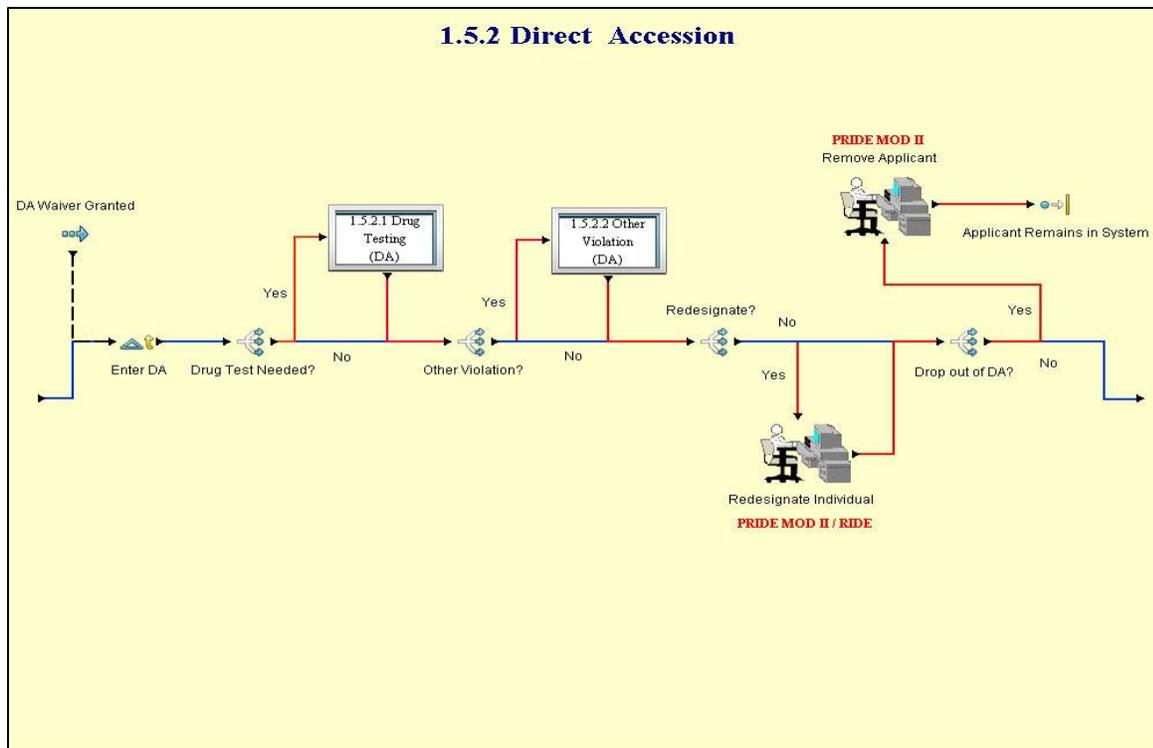


Figure 34 - Direct Accession

Officer applicants can direct access (DA) into the Navy (i.e. they do not go to college beforehand). However, during this time period, it is possible they will be subjected to a drug test or commits a violation. Depending on the nature of the offense a waiver may be needed to stay in the Navy.

It is possible the applicant will be redesignated or removed altogether. His or her record is amended, but it is maintained for 6 years although the applicant is no longer an active.

1.5.2.1 Drug Testing (DA)

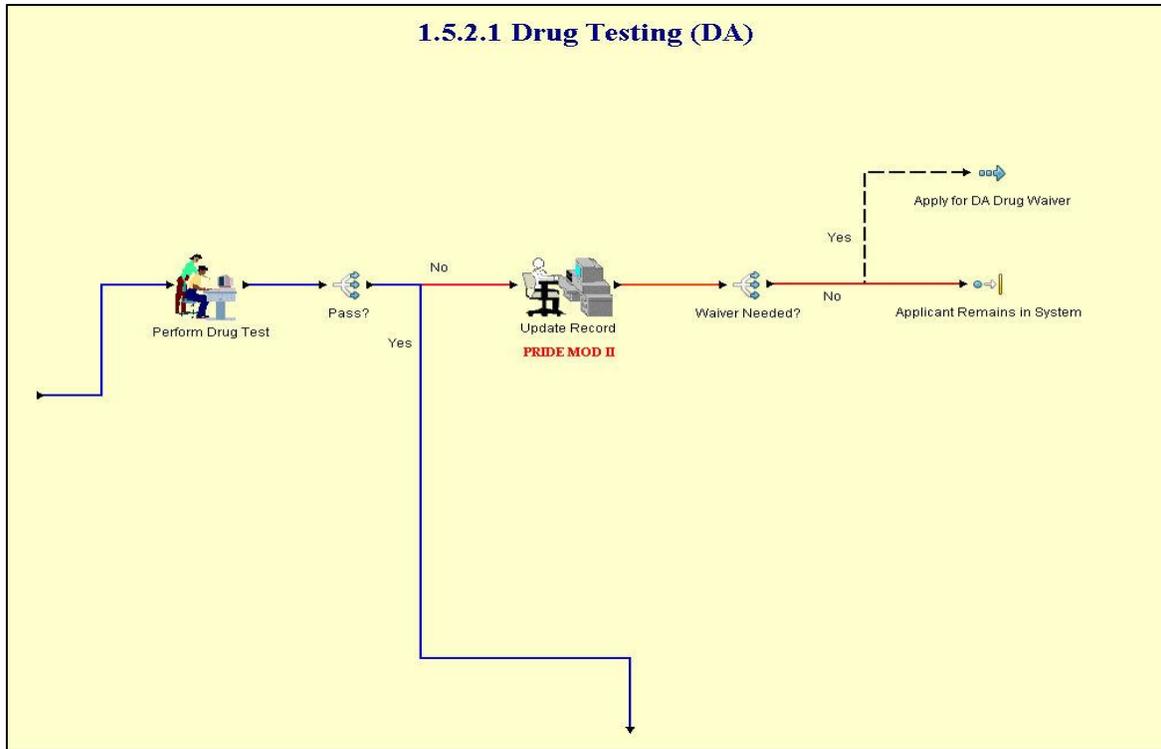


Figure 35 - Drug Testing (DA)

During DA the applicant may be subjected to random drug testing. If it is a minor offense a waiver will be required to remain in DA. However, it is possible a positive test for a major could lead to dismissal from the Navy. The applicant's record is amended, but it is maintained for 6 years although the applicant is no longer active.

1.5.2.2 Other Violation (DA)

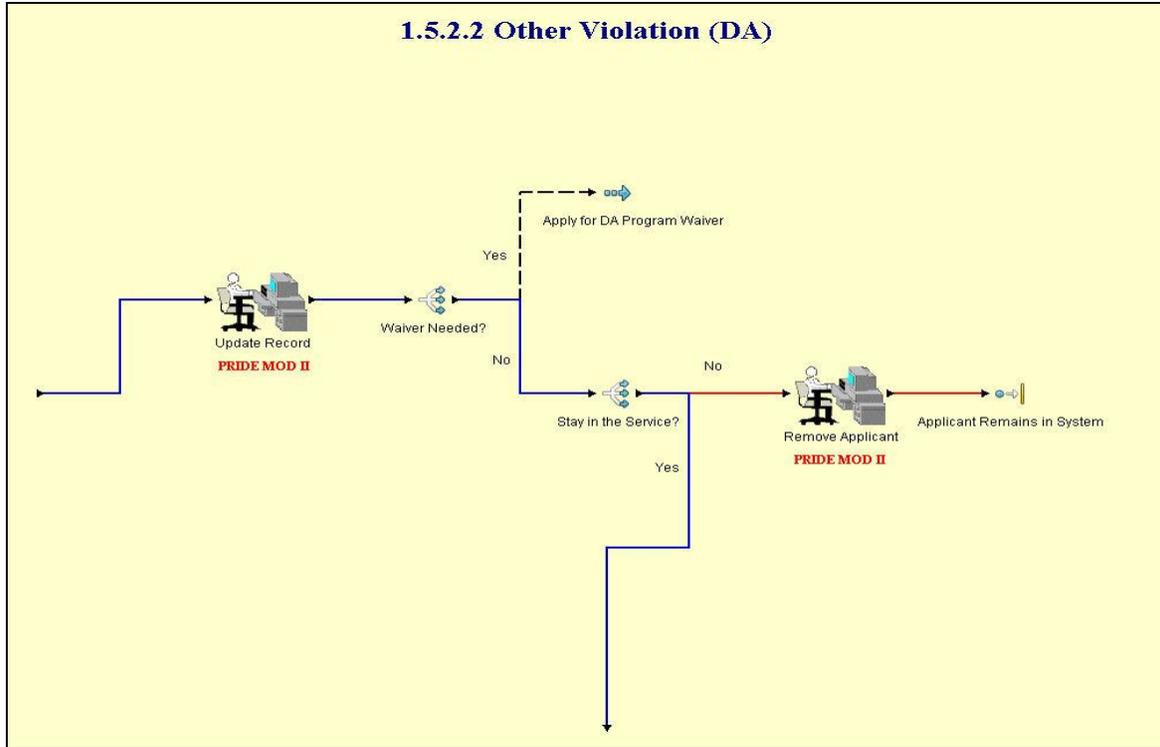


Figure 36 - Other Violation (DA)

During DA the applicant may commit a violation that requires a program waiver. If it is a minor offense a waiver will be required to remain in DA. However, it is possible a major infraction could lead to dismissal from the Navy. The applicant's record is amended, but it is maintained for 6 years although the applicant is no longer active.

3.3.1.2 Training Pipeline

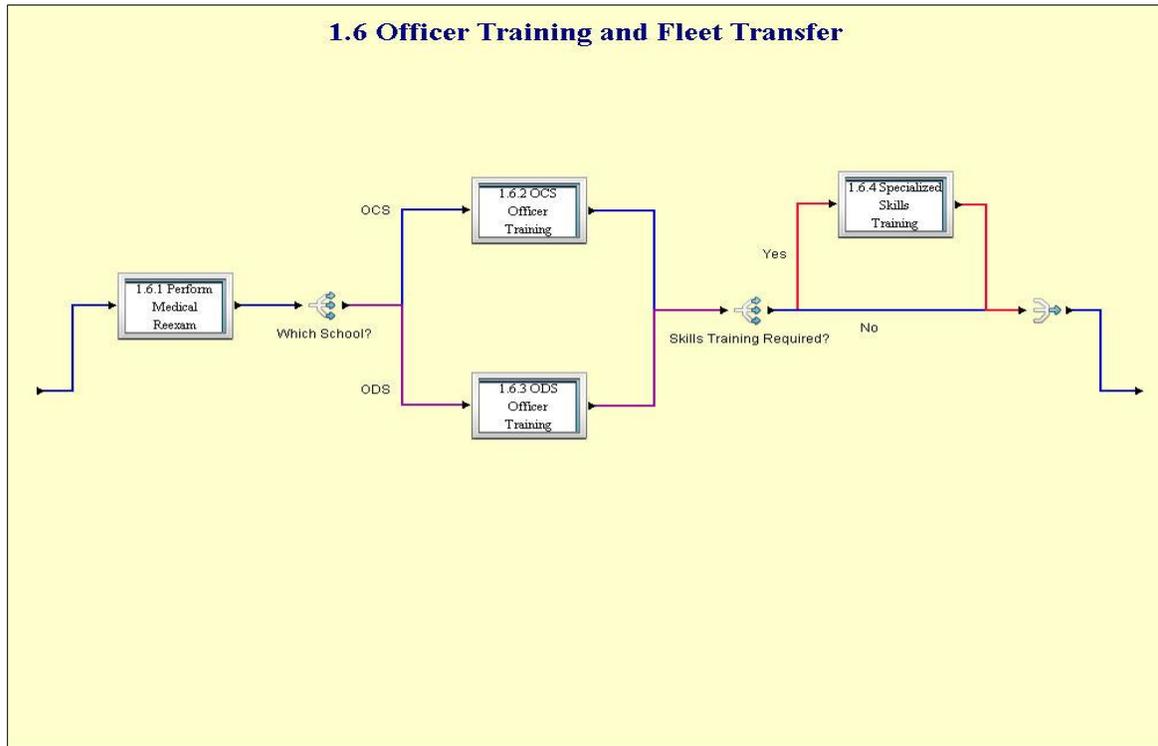


Figure 37 - Officer Training and Fleet Transfer Processes

Before starting Officer Training, applicants must pass a medical re-exam to ensure they are physically fit.

The applicant's path through Officer Training and Fleet Transfer depends on the schooling required for the job. Potential Officers go to either OCS or ODS Officer training, and then upon graduation will attend additional training if specialized skills are required.

3.3.1.2.1 The system shall receive and provide the User the OCS and ODS information fields as noted in Appendix J: OCS and ODS Information Field Data.

3.3.1.2.1.1 The system shall pass OCS and ODS candidates to CeTARS prior to arrival – to include applicant and medical information.

3.3.1.2.1.2 The system shall receive a confirmation from CeTARS that applicant arrival information has been received.

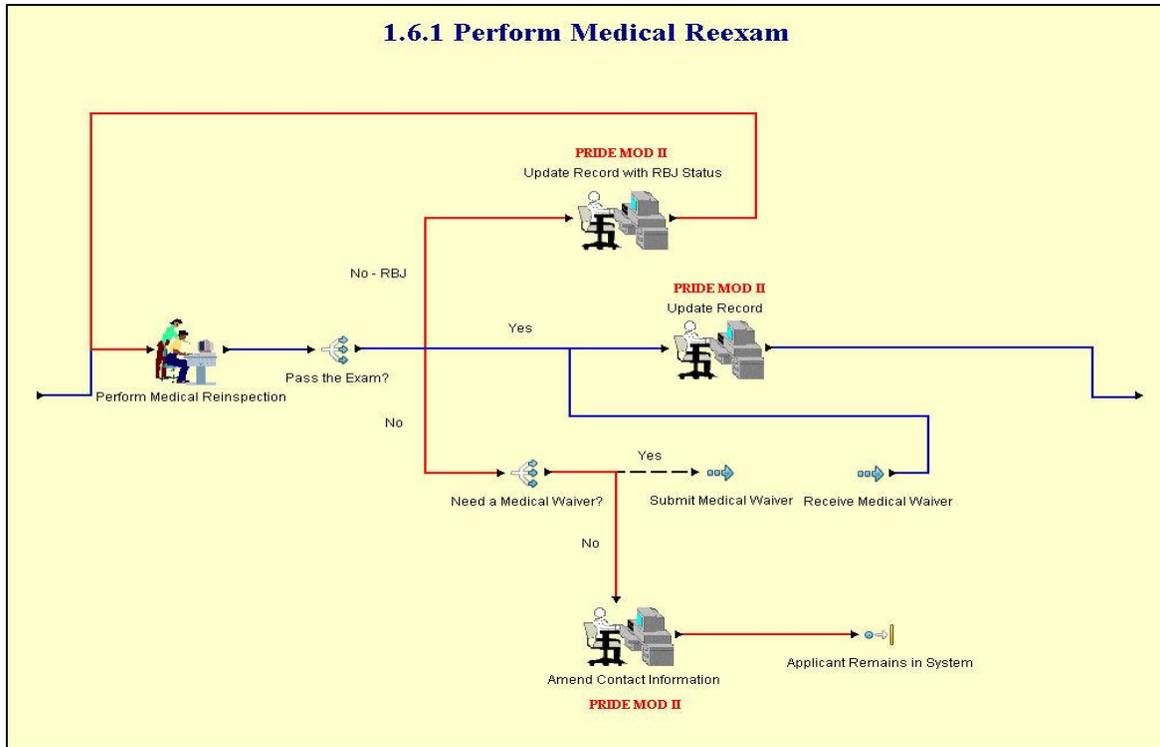


Figure 38 - Perform Medical Reexam

PRIDE Modernization Business Rule: Before an applicant can attend Officer training he or she must pass a physical reexamination. If the applicant passes the medical exam he or she is now ready to attend classes.

PRIDE Modernization Business Rule:

The applicant may fail the medical reexam and need to receive a medical waiver to continue the accessions process. If an applicant is unable to obtain a waiver, he or she cannot become a member of the Navy. His / her record is amended, but it is maintained for 6 years although the applicant is no longer active.

PRIDE Modernization Business Rule: The exam might also reveal a minor medical condition in which case the applicant is labeled Return Best Justified (RBJ), meaning he or she needs another examination in a week or two after the condition has (hopefully) cleared up.

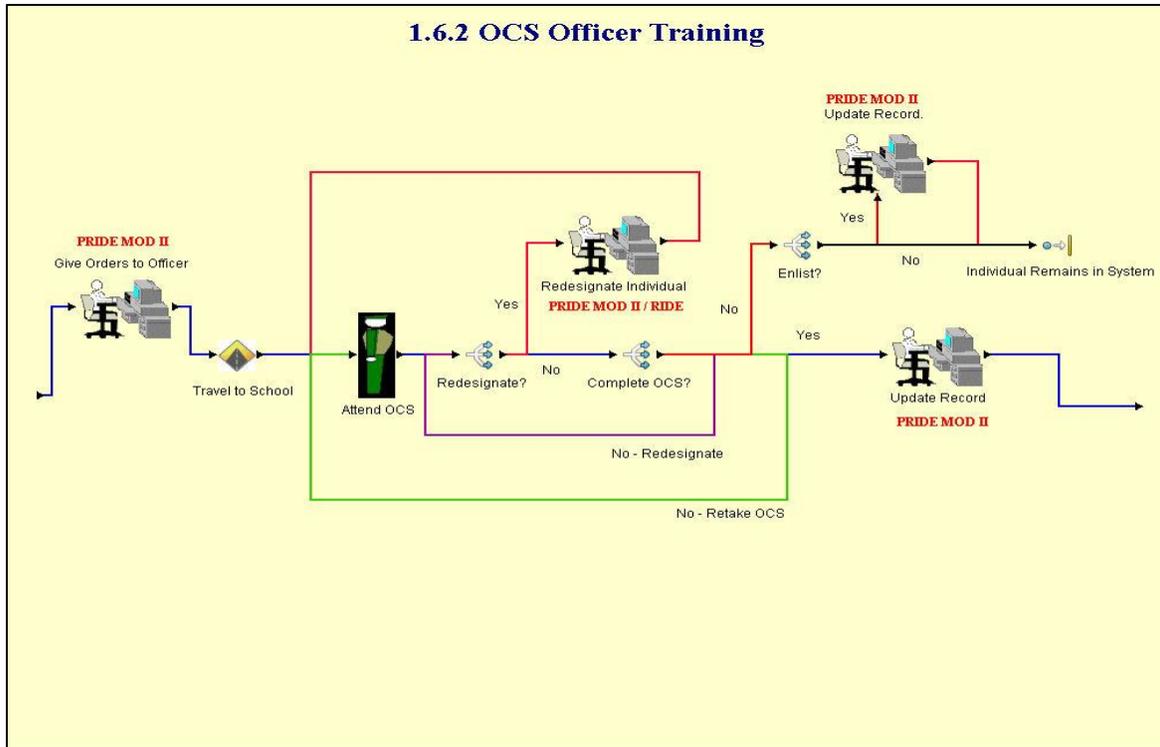


Figure 39 - OCS Officer Training

The applicant receives orders outlining the training required.

3.3.1.2.1.3 *The system shall capture applicant orders outlining the training required.*

The applicant attends OCS school if they are going to be a Supply Officer or General Officer. It is 12 weeks in duration. It is possible that the applicant must redesignate during (or after) the class based on performance issues (they are not able to meet the demands of the previous classification). It is also possible the applicant does not complete the class and must a) retake the class, b) reclassify, or c) take another class.

It is also possible the applicant must leave the service altogether (attrite). Then, the applicant's record is amended, but it is maintained for 6 years although the applicant is no longer active.

Several classes may be needed for graduation.

PRIDE Modernization Business Rules: If an Officer applicant fails to graduate the person may choose to enlist in the Navy.

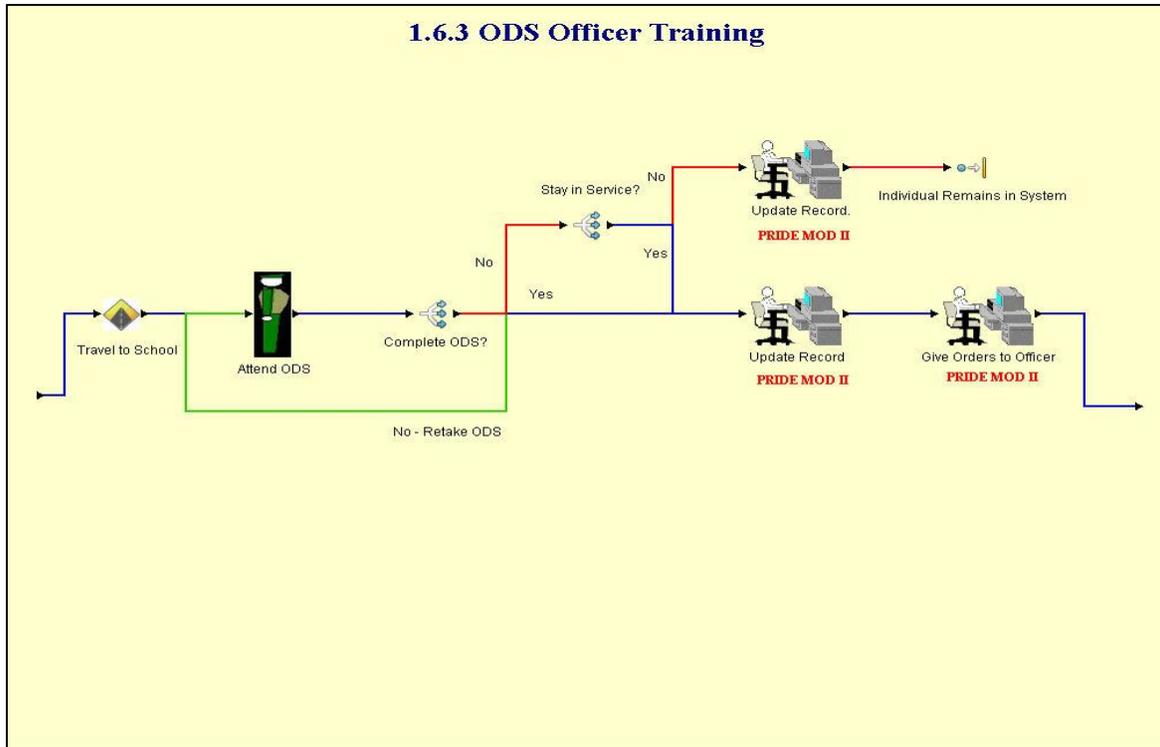


Figure 40 - ODS Officer Training

The applicant attends ODS school if he or she will to be an Officer in a professional field. It is 5 weeks in duration. It is possible the applicant does not complete the class but still remain in the service. His or her orders may be affected and additional specialized training may be required.

It is also possible the applicant must leave the service altogether (attrite). Then, his /her record is amended, but it is maintained for 6 years although he /she are no longer an active applicant.

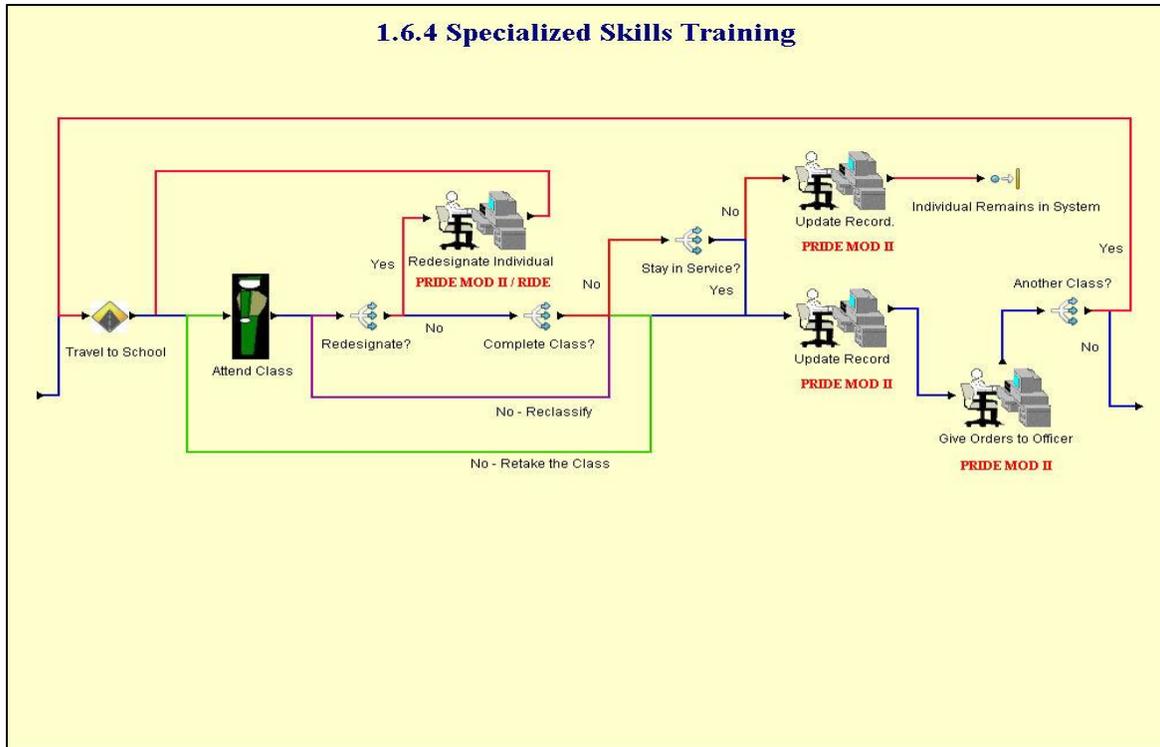


Figure 41 - Specialized Skills Training

Depending on the applicant’s classification, he / she might be required to attend specialized schooling. It is possible that the applicant must redesignate during (or after) these classes based on performance issues (they are not able to meet the demands of the previous classification). It is also possible the applicant does not complete a class and must either 1) retake the class, 2) reclassify, or 3) leave the service altogether (attrite). Then the applicant’s record is amended, but it is maintained for 6 years although the applicant is no longer active.

After all schooling is complete the person is given their official orders.

3.3.1.2.1.3.1 Applicant Collegiate and OCS Management:

3.3.1.2.1.3.1.1 The system shall provide the Applicant Collegiate and OCS Management fields as noted in Appendix K (Applicant Collegiate and OCS Management Fields Data).

3.3.1.2.1.3.1.2 The system shall receive applicant information from CETARS including the training status of each applicant.

3.3.1.2.1.3.1.3 The system shall require applicants to upload transcripts.

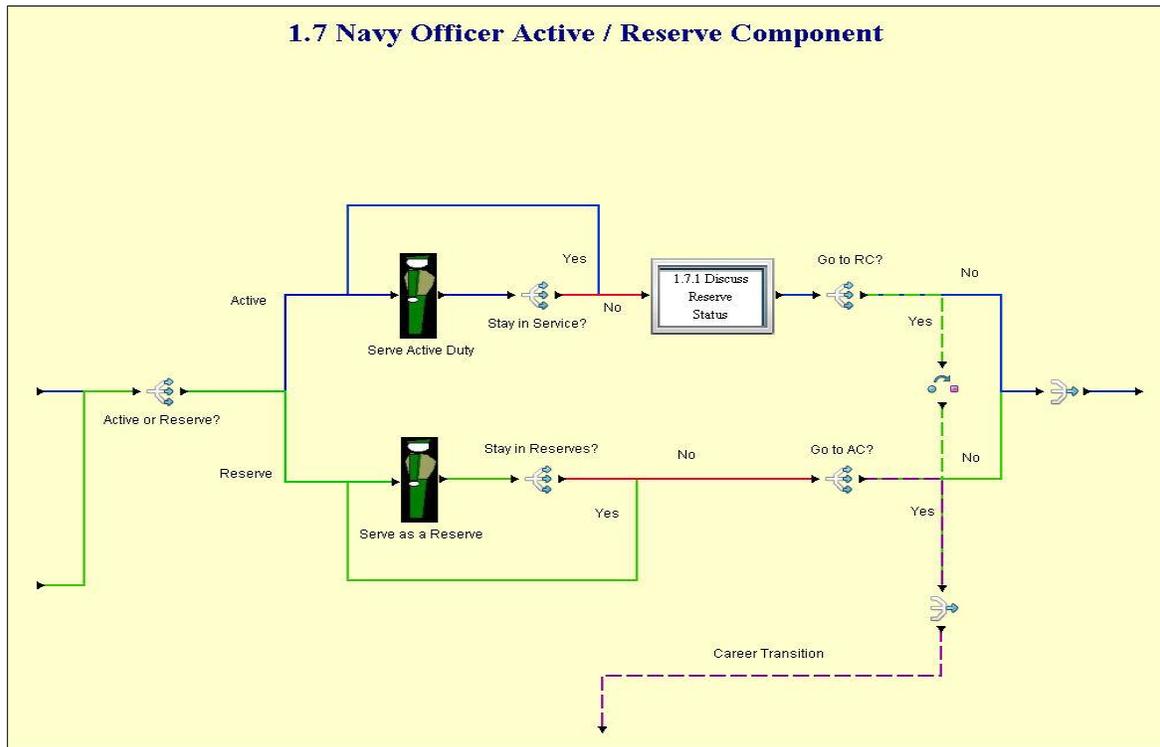


Figure 42 - Navy Officer Active and Reserve Component

The service member completes their active or reserve duty commitment. After completing this commitment they might reenlist, join the reserves, or stay in the reserves depending on their chosen career path.

The Career Transition Office helps administer career transitions for eligible members of the service.

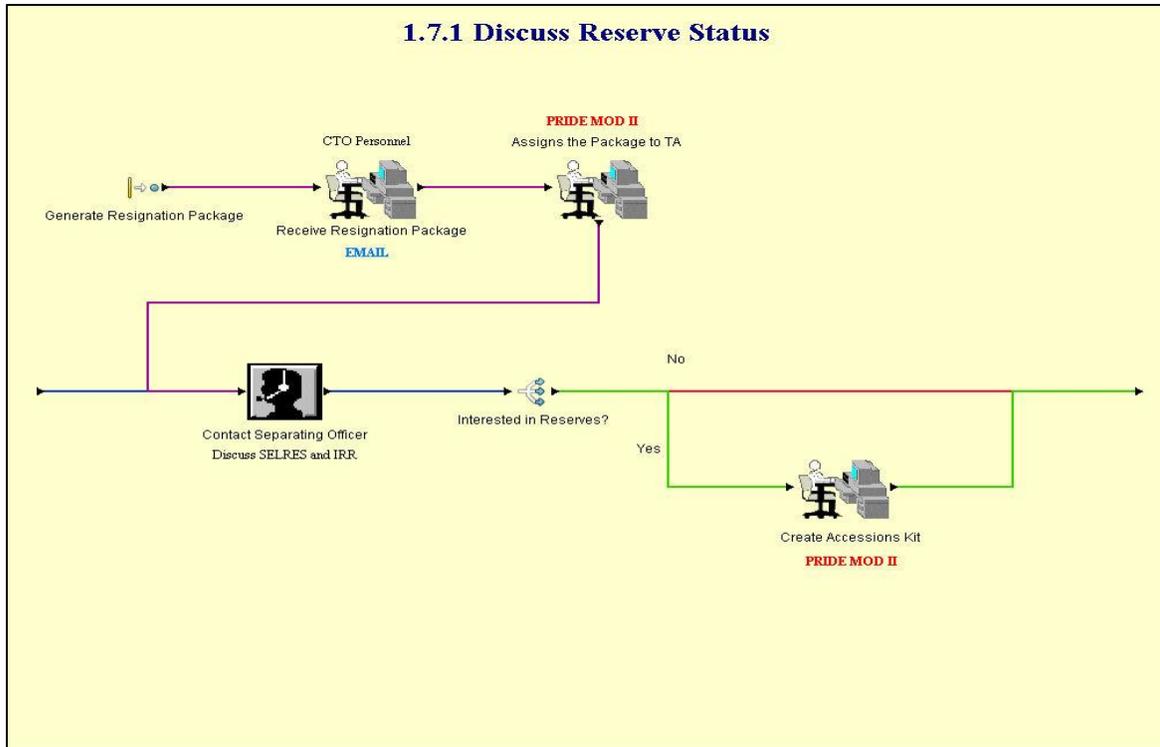


Figure 43 - Discuss Reserve Status

PRIDE Modernization Business Rule: The CTO facilitates the transfer of Active Component (AC) personnel to the Reserve Component (Selected Reserve (SELRES) or Individual Ready Reserve (IRR). There is no service commitment or obligation when joining the SELRES unless they take a bonus (which they can pay back if they decide to leave...). In IRR status the person is “2 yr deferment” eligible if their time away was less than 6 months.

CTO personnel receive the names of individuals whose service commitment is coming to an end. These packages are assigned to Transition Assistants (TAs) who then attempt to contact these individuals to inform/educate them on RC affiliation.

Upon an individuals’ agreement to affiliate with RC, they will email or fax the required documents to the CTO TA who will create an accession Kit and then verify/validate the data by using available sources.

3.3.1.2.2 Applicant USNR and Navy Veteran (NAVET) Processing Information

3.3.1.2.2.1 Applicant NAVET Status Information:

3.3.1.2.2.1.1 The system shall receive and provide the Applicant NAVET Status Information fields as noted in Appendix L: Applicant NAVET Status Information and Billet Information Field Data.

3.3.1.2.2.1.2 The system shall have the ability to contain drill verification for NAVET applicants.

3.3.1.2.2.2 Applicant Billet Information:

3.3.1.2.2.2.1 The system shall receive and provide the Applicant Billet Information fields as noted in Appendix L: Applicant NAVET Status Information and Billet Information Field Data.

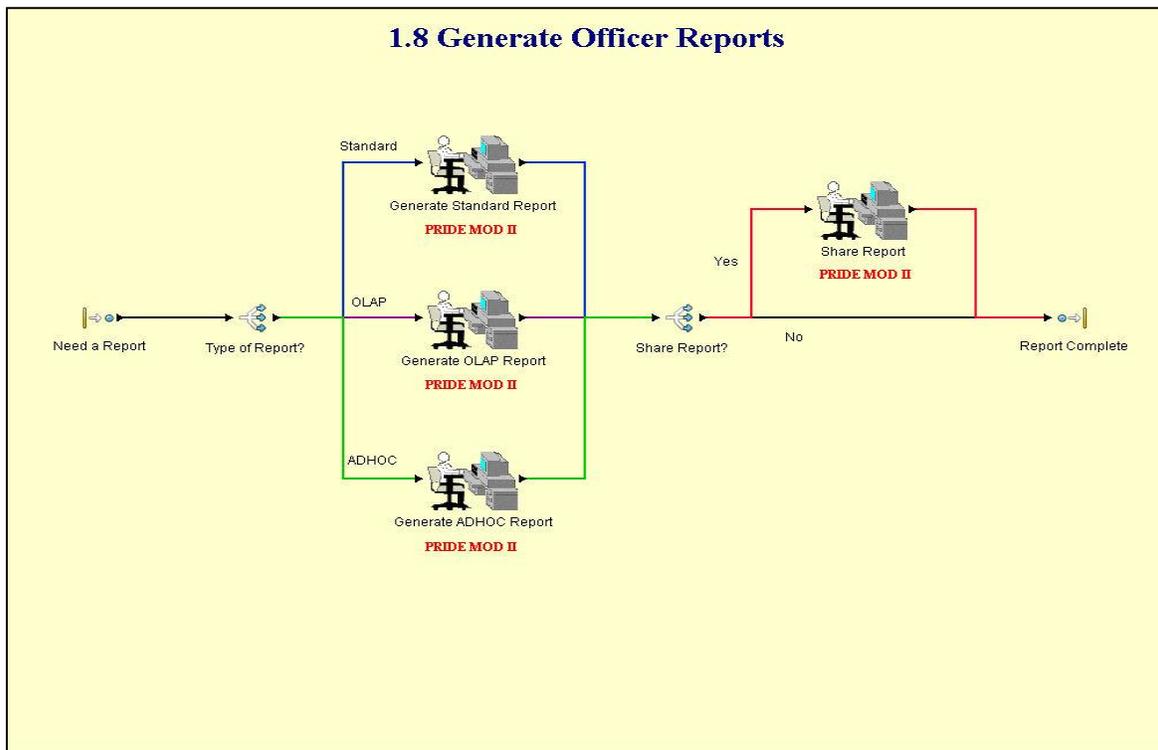


Figure 44 - Generate Officer Reports (Standard, Ad Hoc, and OLAP)

All PRIDE Mod II users need the ability to create standard, Ad hoc, and OLAP reports. Standard reports should be generated in “one click” (maybe from a dashboard layout) and they should include some flexibility like filtering, etc.

The Ad hoc reports need to be “easy” to generate and answer questions like “which schools produce the most engineers” and “which schools produce Hispanic chaplains”?

OLAP reports are roll-up reports that allow the user to perform data analysis by studying the data in different ways. Data groupings can be broken out into more granular views, even down to the individual service member level. Business objects will be used to generate OLAP report.

3.3.1.2.2.3 *The system shall generate user friendly Standard, Ad hoc, and OLAP reports using the “one click” method and filtering capabilities (for example, which schools produce the most engineers and which schools produce Hispanic chaplains).*

3.3.1.2.2.3.1 *Documentation*

3.3.1.2.2.4 *The system shall produce reports (functional owner reports will provide reports upon request).*

PRIDE Modernization Business Rule: All the reports need to be easy to view, print, and share in a variety of formats.

A practical application for reports would be, for example, to query those who drop for LOA vs. those who graduate and analyze for common academic traits or test scores, or to query for waivers in various combinations and see if they correlate to a higher probability to drop for any of the DU reasons. Also, I would have the ability to query shippers or new contracts in a given time frame and get a breakdown of how many had what kinds of waivers.

1.9 Goaling Allocation Process



Figure 45 - Goaling Allocation Process

N-13 sends a letter with the goal numbers (which is the NUMBER HIRED (the end-state)), and then groups execute based on these goals. PRIDE monitors these goaling milestones and helps communicate the information from HQ to the field level at any given time.

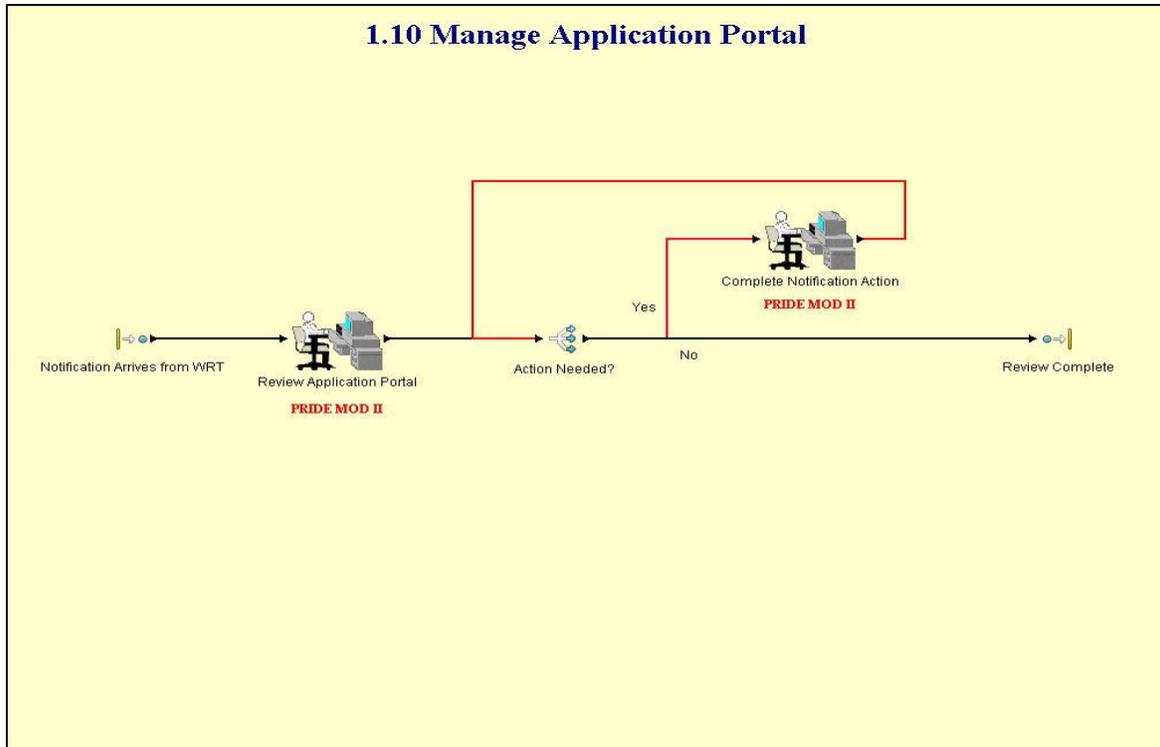


Figure 46 - Manage the Application Portal

PRIDE Mod II needs to contain a wide variety of system alerts and messages to provide status for different required actions. Each user can monitor their own application portal page to see an up-to-date listing of all their alerts and messages.

3.3.1.3 Establish and Maintain Point System:

3.3.1.3.1 *The system shall allow the user to establish, modify, store, and perform ad-hoc query points by Recruiter, Station, District, Region, and Nation.*

3.3.1.3.2 *The system shall maintain a ranking of Recruiter and geographic subcategories based on point values.*

3.3.1.3.3 *Track Award Standing:*

3.3.1.3.3.1 *The system shall track all events included in the Enlisted Recruiting Incentive System (ERIS) and tie each event to a specific Recruiter, Classifier, Station, District, and Region.*

3.3.1.3.4 *Recognize Performance:*

3.3.1.3.4.1 *The system shall allow the user to indicate whether an Applicant is part of the CFP.*

3.3.1.3.4.2 *The system shall allow the user to extract production and goals data for external analysis in order to allow Management to identify trends, problems, and opportunities. The user shall have access to the following data geographically by Recruiter, Station, District, Region, and Nation:*

- *Goals*
- *Attainment*
- *Productivity*
- *Attrition*

3.3.1.3.4.3 *The system shall provide production, goals, and attainment data in order to support monthly seasonally, annually, and within pre-defined date parameters for standard and ad-hoc queries.*

3.3.1.4 Manage Staff Personnel:

3.3.1.4.1 *The system shall provide the ability to store and access Recruiting force personnel data including:*

- *Recruiter's Name*
- *Recruiter's SSN*
- *Recruiter's Station*
- *Recruiter's Zone*
- *Recruiter's District*
- *Recruiter's Region*

3.3.1.4.2 *The system shall allow the user to define the hierarchy of each Recruiter. The system shall store the following information:*

- *The Station to which the Recruiter belongs*
- *The Zone to which the Station belongs*
- *The District to which the Zone belongs*
- *The Region to which the District belongs*

3.3.1.4.3 *The system shall provide the ability to generate reports for a given time from Station and Recruiter Production per Recruiter (PPR), which is a percentage, determined by the number of new contracts a Recruiter accesses based on a predefined period, usually monthly.*

3.3.1.4.4 *Capture Metrics on Job Sales*

3.3.1.4.5 *Awards / Recognition:*

3.3.1.4.5.1 *The system shall compare National, Region, and District production against all goal and objective categories.*

3.3.1.4.5.2 *The system shall track Enlisted New Contract goal attainment relative to National, Region, and District goals.*

3.3.1.4.5.3 *The system shall automatically credit the New Contract goal attainment when an Applicant signs a contract for the first time to the Nation, Region, and District.*

3.3.1.4.5.4 *The system shall adjust the New Contract attainment credit for the Nation, Region, District, Station, Classifier, and Recruiter when reclassification places the Applicant in a special program category.*

3.3.1.4.5.5 *The system shall track Enlisted Accessions (Shipping) goal attainment when an Applicant ships to RTC relative to the Nation, Region, and District.*

3.3.1.4.5.6 *The system shall automatically credit to the Nation, Region, District, Station, Classifier, and Recruiter for Enlisted Accession (shipping) goal attainment when an Applicant ships to RTC.*

3.3.1.4.5.7 *The system shall automatically debit by one the Nation, Region, District, and Station goal attainment when a Recruit attrites in the month of the attrite.*

3.3.1.4.5.8 *The system shall automatically debit by one the Nation, Region, District, and Station goal attainment when an Applicant attrites from the DEP.*

3.3.1.4.5.9 *The system will track changes made at RTC due to reclassification but will not change New Contract or Accession credit to the Recruiter, Station, District, or Nation goal attainment.*

3.3.1.4.5.10 *The system shall allow the user to establish and maintain a point system for ranking Enlisted Recruiters and Classifiers in support of the award and recognition process.*

3.3.1.4.5.11 *The system shall allow automatic modification of award points and categories based on changes in the competition system.*

3.3.1.4.5.12 *The system shall maintain a ranking of Regions based on point values.*

3.3.1.4.5.13 *The system shall maintain a ranking of Districts based on point values.*

3.3.1.4.5.14 *The system shall allow Recruiters and Classifiers to view their current rankings in the point system.*

3.3.1.5 NEWS (Officer)

3.3.1.5.1 *The system shall allow the user to input announcements in a bulletin board format.*

3.3.1.5.2 *The system will allow the user to input text, tables, graphs, charts, and data in any form compatible to Microsoft Office in an expandable field.*

3.3.1.5.3 *The system shall allow changes and priority announcements to be visible when users log-in to the system.*

3.3.1.5.4 *The system shall notify the user via the PRIDE MOD Release 2 splash screen or memo box when a new notice is submitted.*

3.3.2 Life Cycle Build for Individuals

The following subsections delineate the actors and actions involved in the Officer Processing processes associated with each of the following Officer Communities or Officer Program Areas:

- General Officer
- JAG
- NUC
- Cyber Warfare Engineer (CWE)
- Fleet Applicants
- Reserve DCO
- NAVET
- CTO
- DC
- MC
- MSC
- NC
- Chaplain Corps
- Engineering Duty Officer

3.3.2.1 Processing Officer Kits:

3.3.2.1.1 *The system shall, prior to upload, provide the ability to associate any processing document with the appropriate designator program submission, including the following document types:*

- *Report of medical examination (DD 2808)*
- *N3M letter*
- *Birth certificate*
- *Electronic Personnel Security Questionnaire (EPSQ) (i.e., Standard Form [SF] 86)*
- *Certificate of Release or Discharge from Active Duty (DD 214)*
- *DD 368*
- *CV*
- *CCPD*
- *Ecclesiastical endorsement letter – the system shall limit access to documents of this type to HQ-level Users only*
- *Transcript*
- *MOU*
- *Preliminary Select / Non-Select letter – the system shall limit access to documents of this type to HQ-level Users only*
- *Final Select / Non-Select letter*
- *Other*

- 3.3.2.1.2 *The system shall provide the ability to manage each of the officer processing flows. The steps necessary for processing each flow are contained in this FRD.*
- 3.3.2.1.3 *The system shall receive order information on new officer assignments or at a minimum indication that orders are available in OAIS or OPINS.*
- 3.3.2.1.4 *The system shall capture billet information via reserve IDT orders generated out of IDT Order Writer.*

3.3.2.2 General Officer – the system shall configure the initial workflow process to match the given flow process below.

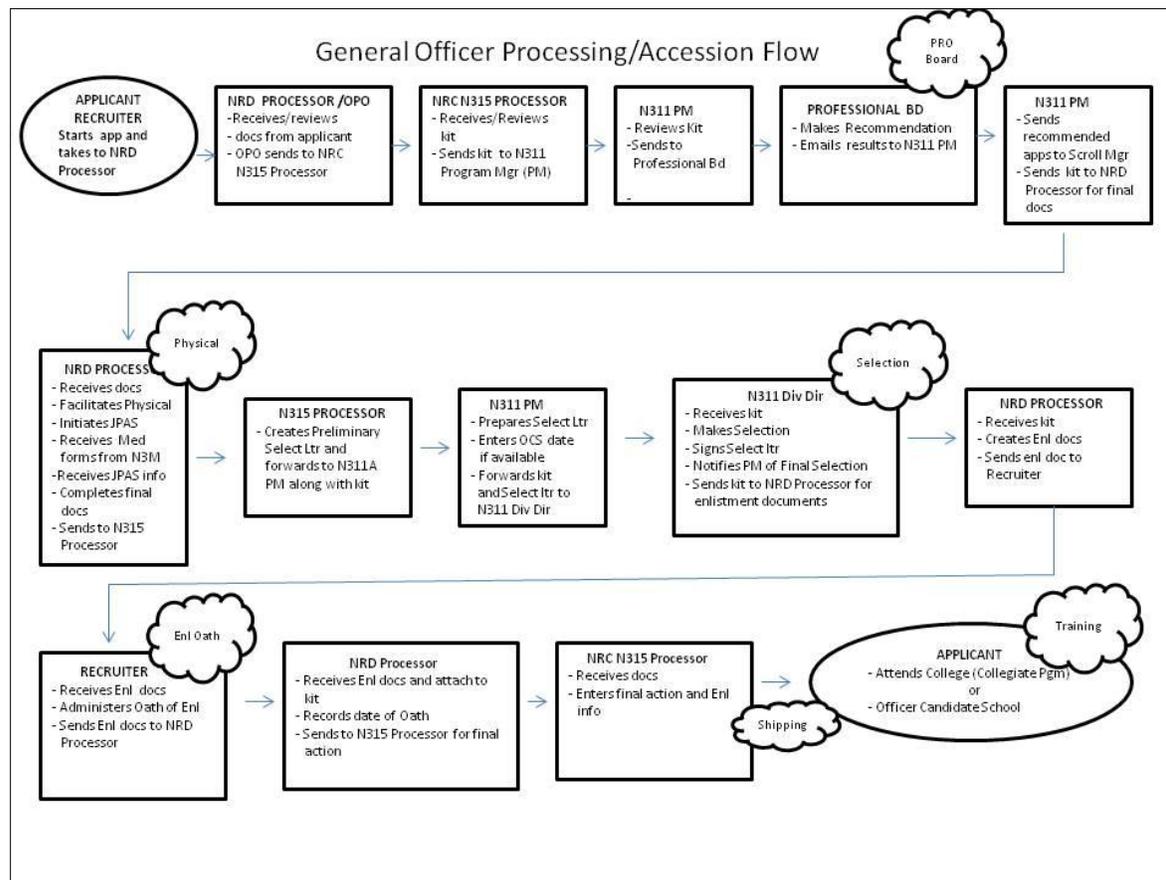


Figure 47 - General Officer Processing

The General Officer Category consists of:

- (1) Surface Warfare General, (2) Surface Warfare (Engineering Duty Officer), (3) Surface Warfare (Oceanography Officer), (4) Special Warfare, (5) Special Operations, (6) Naval Flight Officer, (7) Aviation Officer, (8) Aerospace Engineering Duty (Aviation Maintenance) , (9) Special Duty (Public Affairs), (10) Special Duty (Intelligence), (11) Special Duty (Information Warfare), (12) Supply Corps, and (13) Civil Engineer.

General Officers attend either the Collegiate Program or OCS.

Step 1: The NRD Processor receives the kit and other documentation (e.g., personal, academic, prior service, and/or miscellaneous documents, etc.) from the Applicant and reviews for completion utilizing the appropriate checklist. If complete, the NRD Processor attaches the documentation to the Applicant’s Kit and completes any outstanding KIT fields. If any issues or discrepancies exist, the NRD Processor contacts the Recruiter and/or Applicant to work the issues.

Next Actions:

- a) If all issues have been addressed and all required KIT fields have been validated), the Kit is forwarded to the NRD OPL.
- b) The NRD Processor can archive the Kit as an O – Field Reject if any issues that cannot be resolved remain (Note: can occur both before Validation and before OPO review is requested .
- c) If the Applicant opts to withdraw the application from consideration, the NRD Processor can archive the Kit as A – Withdrawn by Applicant (Note: can occur both before Validation and before OPO review is requested).

Step 2: The NRD OPL reviews all Kit documentation. If any issues or discrepancies exist, the NRD OPL contacts the NRD Processor to work the issues.

Next Action: Once all issues have been addressed, the Kit is forwarded to the NRD OPO.

Step 3: The NRD OPO reviews the Kit documentation. If any issues or discrepancies exist, the NRD OPO contacts the NRD OPL and/or Processor to work the issues.

Next Actions:

- a) The OPO has signed and approved the Kit for NRC review. The Kit is forwarded to the N315 Leader Group.
- b) The NRD can archive the Kit as an O – Field Reject if any issues that cannot be resolved remain.
- c) If the Applicant opts to withdraw the application from consideration, the NRD can archive the Kit as A – Withdrawn by Applicant.

Step 4: The N315 Leader Group receives the Kit. An N315 Lead Processor assigns the Kit to a specific N315 Processor.

Next Action: An N315 Lead Processor has assigned the Kit to a specific N315 Processor. The Kit is forwarded to the assigned N315 Processor.

Step 5: The assigned N315 Processor receives the Kit, performs a review, and annotates any notes or discrepancies. If any issues or discrepancies exist, the N315 Processor contacts the NRD Processor to work the issues.

Next Action: Once all issues have been addressed, the Kit is forwarded to the appropriate N311 PM.

Step 6: The N311 PM receives the Kit, performs a review and annotates any notes or discrepancies. If issues or discrepancies exist, the N311 PM contacts the N315 Processor and/or NRD Processor to work the issues. Once all issues have been addressed, the N311 PM indicates that the Kit is approved for consideration by the Pro-Board(s). In the event the Applicant is not approved for consideration and all attempts to remediate the record have failed, the N311 PM will recommend that the Kit be withdrawn.

Next Action:

- a) If the review is good, the Kit is forwarded to the Pro-Board(s).
- b) If the N311 PM recommends withdrawal of the Kit, the Kit is archived as R – Withdrawn by HQ.

Step 7: The Pro-Board(s) receives the Kit, performs a review, and makes recommendations. Those recommendations are documented as Board results.

Next Action: The Pro-Board results are emailed to the N311 PM. If the N311 PM determines that the Kit should be withdrawn prior to receiving the Pro-Board results, the Kit is archived as R – Withdrawn by HQ). If the N311 PM receives affirmative Pro-Board result concerning another Designator for which the Applicant was processing, the final documentation process may be initiated (i.e., request Final Documents from the NRD while other Boards are pending, NRD provides Final Documents while other Boards are pending, Final Documents are obtained by the PM along with the appropriate Pro-Board recommendation], and Final Selection Letter Request is made by the PM).

Step 8: The N311 PM receives the Pro-Board results documentation, attaches the documentation to the Kit, facilitates the addition of the results to an external bulletin board, and enters the appropriate Pro-Board recommendation into the Kit). The N311 PM adds the Recommended Applicants to the Scroll list and sends the Scroll list to the N3 Scroll Manager, who adds the entries

to the Scroll spreadsheet maintained on an external NRC website. The N311 PM enters the Scroll information, if available.

Next Action:

- a) For Recommended Applicants, the Kit is forwarded to the NRD Processor for Final Documents (step 10).
- b) For Non-Recommended Applicants, the Kit is forwarded to the N315 Processor once all Pro-Board results have been received (step 9)).

Step 9: The N315 Processor receives the Kit indicating that the Applicant is not recommended. The N315 Processor creates and attaches a preliminary Non-Select letter.

Next Action: The Kit is forwarded to the N311 PM (step 12).

Step 10: The NRD Processor facilitates the physical exam, attaches the results and any additional medical documentation to the Kit, and sends the exam results documentation to the N3 Medical Waivers Division (N3M) for review. The NRD Processor initiates the Joint Personnel Adjudication System (JPAS) Electronic Questionnaires for Investigations (eQIP) process. Once the NRD Processor receives a letter from N3M, the NRD Processor attaches the letter to the Kit and completes the Final Documents. The NRD Processor enters the N3M determination into the Kit. The NRD Processor acquires the JPAS summary, attaches the summary to the Kit, and enters appropriate information into the Kit when the information is available.

Next Action: All Final Documents are completed and attached. The Kit is forwarded to the N315 Processor.

Step 11: The N315 Processor receives the Kit with Final Documents attached. If there are problems with the documents, the NRD Processor is contacted to work these issues. If all the documents are in order, the N315 Processor creates a preliminary Select letter and attaches the letter to the Kit.

Next Action: The Kit is forward to the N311 PM.

Step 12: The N311 PM receives the Kit and performs the final review. If the review reveals issues with the Kit, the N311 PM contacts the N315 Processor or the NRD Processor to work the issues. The N311 PM downloads the preliminary Select or Non-Select letter, completes the letter, and attaches the letter to the Kit. The N311 PM enters the OCS date in the appropriate Kit field, if a date is available.

Next Action: The Kit is forwarded to the N311 Active Accessions Division Director for Selects and for Non-Selects).

Step 13: The N311 Active Accessions Division Director receives the Kit with the Select or Non-Select letter attached. The N311 Active Accessions Division Director validates the letter via signature application or signature authorization and records the Command's Final Selection decision and other Final Selection information in the Kit. The N311 Active Accessions Division Director notifies the N311 PM of Final Selection completion.

Next Action:

- a) If the Kit is Select, the Kit is forwarded to the NRD Processor for Enlistment documents (step 15).
- b) If the Kit is Non-Select, the Kit is forwarded to the N315 Processor (step 14).

Step 14: The N315 Processor receives the Kit with signed Non-Select letter. The N315 Processor enters Final Action information indicating non-selection.

Next Action: The Kit is forwarded to the NRD Processor.

Step 15: The NRD Processor receives the Kit. For Selects, the NRD Processor creates the Enlistment documents and sends them to the Recruiter, who administers the Oath of Enlistment to the Applicant. Both the Applicant and the Recruiter sign the documentation and the Recruiter sends the signed documentation to the NRD Processor. The NRD Processor attaches the documents to the Kit. For Non-Selects, the NRD Processor can evaluate and resubmit the Kit for reconsideration.

Next Action:

- a) For Selects, the Kit is forwarded to the N315 Processor for Final Action.
- b) For Non-Selects, the process ends and the Kit is archived as a Non-Select) if not resubmitted for reconsideration. If the Kit is to be resubmitted for reconsideration, the NRD Processor archives the Kit as C – Requested Reconsideration, and a new KIT is generated.

Step 16: The N315 Processor receives the signed Enlistment documents and performs a final review. If issues exist, the N315 Processor contacts the NRD Processor to work the issues. Once all issues are resolved, the N315 Processor enters Final Action information and Enlistment information.

Next Action:

- a) If the Applicant is entering the Collegiate program, the Kit remains active for Collegiate tracking by the N315 Processor until the N315 Processor performs an archiving action as follows:

- S – Reported to OCS
 - N – Discharged prior to reporting
 - Q – Did not report to OCS
- b) If the Applicant is awaiting an OCS date, the Kit remains active for OCS management until the OCS date is recorded and the N315 Processor performs an archiving action as follows:
- S – Reported to OCS
 - N – Discharged prior to reporting
 - Q – Did not report to OCS
- c) For all other Final Actions, the Kit is archived upon completion as follows:
- D – Declined by Applicant
 - J – Not Enlisted / Appointed

3.3.2.3 Judge Advocate General Officer – the system shall configure the initial workflow process to match the given flow process below.

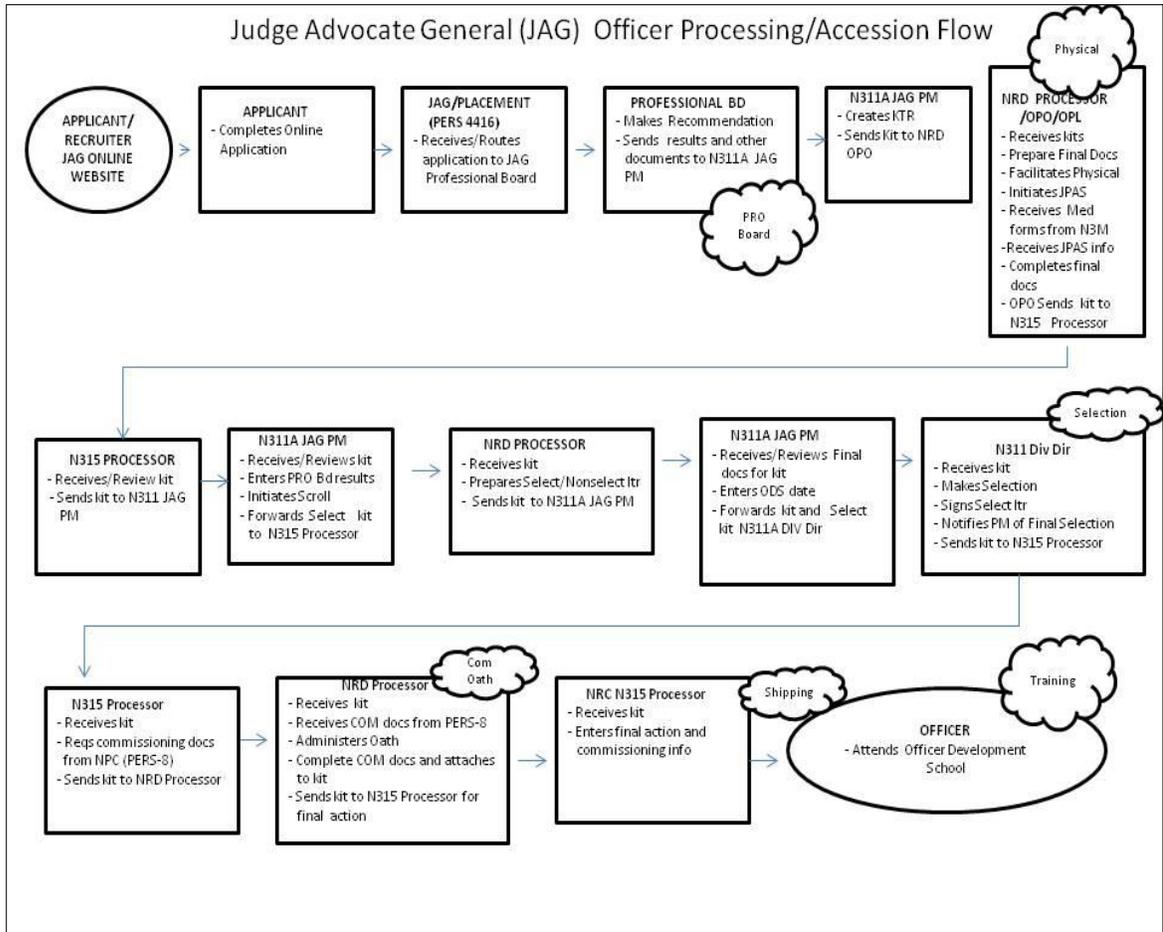


Figure 48 - Judge Advocate General Officer Processing

Step 1: JAG Applicants are directed to the Navy JAG Corps website at by JAG prospecting Recruiters. The website is <http://www.jag.navy.mil/index.htm>.

The online application for JAG Applicants is located on the JAG website. The Applicant completes the application. PERS 4416 personnel route JAG Applicant applications through the JAG Pro-Board. JAG Pro-Board results are generated and sent to the N311 JAG PM and the N311 Deputy Director, along with other program documents. For recommended Applicants, the N311 JAG PM creates a Kit for the Applicant and assigns the record to the appropriate NRD OPO.

Next Action: The Kit is forwarded to the NRD OPO.

Step 2: The NRD OPO receives the Kit and delegates the Kit to the appropriate NRD Processor.

Next Action: The Kit is forwarded to the NRD Processor.

Step 3: The NRD Processor receives the Kit and prepares all Final Documents. The NRD Processor facilitates the physical exam, attaches the results and any additional medical documentation to the Kit, and sends the exam results documentation to N3M for review. The NRD Processor initiates the eQIP process. Once the NRD Processor receives a letter from N3M, the NRD Processor attaches the letter to the Kit and completes the Final Documents. The NRD Processor enters the N3M determination into the Kit. The NRD Processor acquires the JPAS summary, attaches the summary to the Kit, and enters appropriate JPAS information into the Kit when information is available.

Next Action: The Kit is forwarded to the NRD OPL.

- a) If all issues have been addressed and all required Kit fields have been validated), the Kit is forwarded to the NRD OPL.
- b) The NRD Processor can archive the Kit as an O – Field Reject if any issues that cannot be resolved remain (Note: can occur both before Validation and before OPO review is requested .
- c) If the Applicant opts to withdraw the application from consideration, the NRD Processor can archive the Kit as A – Withdrawn by Applicant (Note: can occur both before Validation and before OPO review is requested).

Step 4: The NRD OPL reviews all Kit documentation. If any issues or discrepancies exist, the NRD OPL contacts the NRD Processor to work the issues.

Next Action: Once all issues have been addressed, the NRD OPO is notified that the Kit is ready for review.

Step 5: The NRD OPO reviews the Kit documentation. If any issues or discrepancies exist, the NRD OPO contacts the NRD OPL and/or Processor to work the issues. Once all issues have been addressed, the

Next Action:

- a) The OPO has signed the kit. The Kit is forwarded to the N315 Leader Group.
- b) The NRD can archive the Kit as an O – Field Reject if any issues that cannot be resolved remain.
- c) If the Applicant opts to withdraw the application from consideration, the NRD can archive the Kit as A – Withdrawn by Applicant.

Step 6: The N315 Leader Group receives the Kit. An N315 Lead Processor assigns the Kit to a specific N315 Processor.

Next Action: An N315 Lead Processor has assigned the Kit to a specific N315 Processor. The Kit is forwarded to the assigned N315 Processor.

Step 7: The assigned N315 Processor receives the Kit, performs a review, and annotates any notes or discrepancies. If any issues or discrepancies exist, the N315 Processor contacts the NRD Processor to work the issues.

Next Action: Once all issues have been addressed, the Kit is forwarded to the N311 PM.

Step 8: The N311 JAG PM receives the Kit, performs a review and annotates any notes or discrepancies. The N311 JAG PM enters the JAG Pro-Board recommendation, facilitates the addition of the Board results to an external Bulletin Board, initiates the Scroll process, and enters Scroll information into the Kit when available. If issues or discrepancies exist, the N311 PM contacts the N315 Processor and/or NRD Processor to work the issues. Once all issues have been addressed, the N311 JAG PM indicates which kind of letter, Select or Non-Select, is to be created.

Next Action: The N311 JAG PM has indicated the desired letter type. The Kit is forwarded to the N315 Processor for Selects and for Non-Selects).

Step 9: The N315 Processor receives the Kit. The N315 Processor creates the appropriate preliminary letter and attaches the letter to the Kit.

Next Action: The Kit is forward to the N311 JAG PM for Selects and for Non-Selects).

Step 10: The N311 JAG PM receives the Kit and performs the final review. If the review reveals issues with the Kit, the N311 JAG PM contacts the N315 Processor or the NRD Processor to work the issues. The N311 JAG PM downloads the preliminary Select or Non-Select letter, completes the letter, and attaches the letter to the Kit. The N311 JAG PM enters the ODS date in the appropriate Kit field, if a date is available.

Next Action: The Kit is forwarded to the N311 Active Accessions Division Director for Selects and for Non-Selects).

Step 11: The N311 Active Accessions Division Director receives the Kit with the Select or Non-Select letter attached. The N311 Active Accessions Division Director validates the letter via signature application or signature authorization and records the Command's Final Selection decision and other Final Selection information in the Kit. The N311 Active Accessions Division Director notifies the N311 JAG PM of Final Selection completion.

Next Action: The Kit is forwarded to the N315 Processor for Selects and for Non-Selects).

Step 12: The N315 Processor receives the Kit with signed Select or Non-Select letter. For Selects, the N315 Processor requests Commissioning documents (COMDOCs) from PERS 8 and records the date the COMDOCs were requested in the Kit. For Non-Selects, the N315 Processor enters Final Action information indicating non-selection.

Next Action:

- a) For Selects, a request is sent to PERS 8 and the Kit is forwarded to the NRD Processor (step 13).
- b) For Non-Selects, the Kit is forwarded to the NRD Processor (step 13).

Step 13: The NRD Processor receives the Kit. PERS 8 has received the request for COMDOCs, created the COMDOCs, and sent the COMDOCs to the NRD via Federal Express (FedEx). The NRD receives the COMDOCs, facilitates the administration of the Oath, completes the COMDOCs with appropriate signatures, and attaches the COMDOCs to the Kit. For Non-Selects, the NRD Processor can evaluate and resubmit the Kit for reconsideration.

Next Action:

- a) For Selects, the Kit is forwarded to the N315 Processor for Final Action.
- b) For Non-Selects, the process ends and the Kit is archived as a Non-Select) if not resubmitted for reconsideration. If the Kit is to be resubmitted for reconsideration, the NRD Processor archives the Kit as C – Requested Reconsideration), and a new Kit is generated.

Step 14: The N315 Processor receives the Kit with signed COMDOCs and performs a final review. If issues exist, the N315 Processor contacts the NRD Processor to work the issues. Once all issues are resolved, the N315 Processor enters Final Action information and Commissioning information.

Next Action: The Kit is archived upon completion as follows:

- T – Officer appointed
- D – Declined by Applicant
- J – Not Enlisted / Appointed)

3.3.2.4 Nuclear Propulsion Officer - the system shall configure the initial workflow process to match the given flow process below.

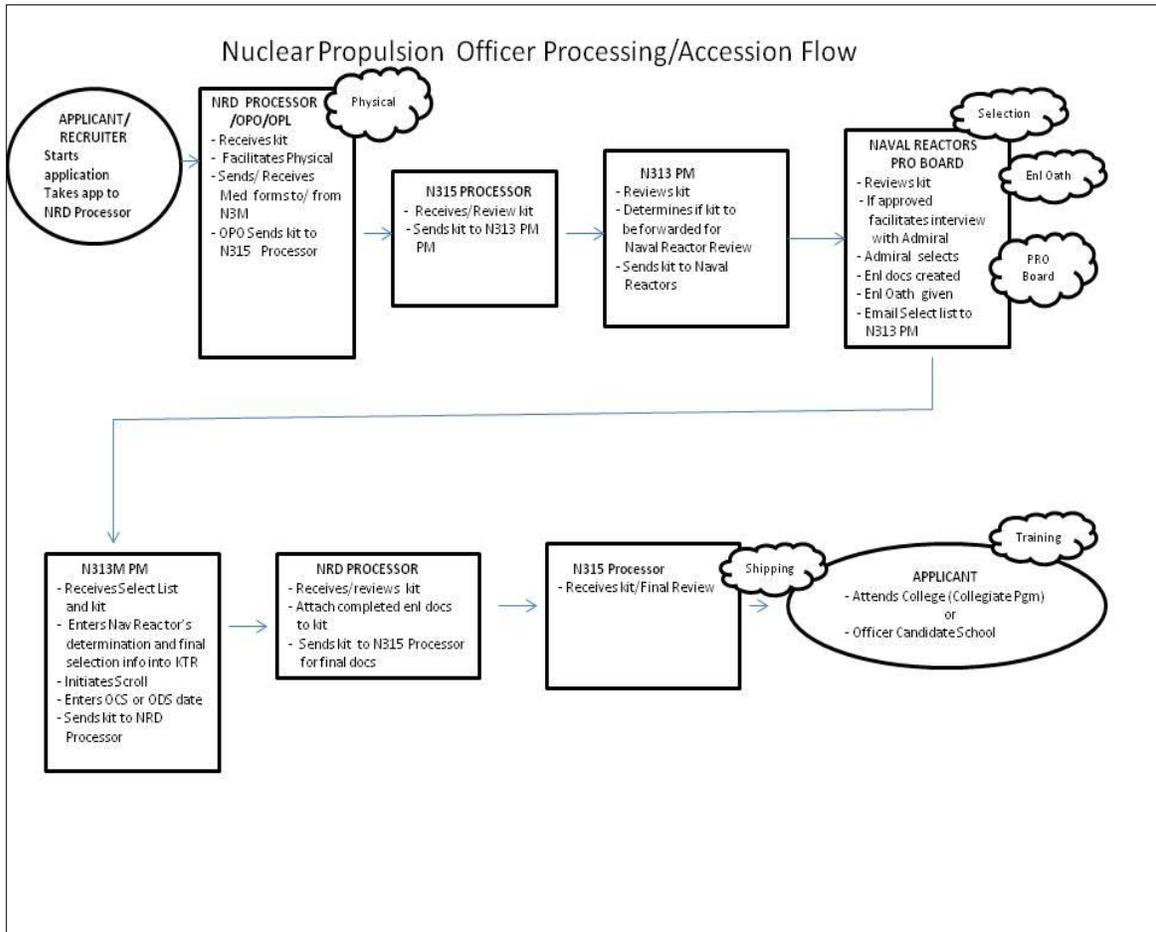


Figure 49 - Nuclear Propulsion Officer Processing

Step 1: The NRD Processor receives the Kit and other Program Documents from the Applicant and/or Recruiter and reviews for completion. If complete, NRD Processor attaches the documentation to the Kit and completes any outstanding Kit fields. The NRD Processor facilitates the physical exam, attaches the results to the Kit, and sends the results to N3M. Once the NRD Processor receives N3M’s determination, the NRD Processor attaches the N3M determination letter to the Kit and updates the N3M determination in the Kit. If applicable, the NRD Processor enters waiver information in the Kit and attaches supporting documentation. If any issues or discrepancies exist, the NRD Processor contacts the Recruiter and/or Applicant to work the issues.

Next Action:

- a) If all issues have been addressed and all required Kit fields have been validated, the Kit is forwarded to the NRD OPL.

- b) The NRD Processor can archive the Kit as an O – Field Reject if any issues that cannot be resolved remain (Note: can occur both before Validation and before OPO review is requested).
- c) If the Applicant opts to withdraw the application from consideration, the NRD Processor can archive the Kit as A – Withdrawn by Applicant (Note: can occur both before Validation and before OPO review is requested).

Step 2: The NRD OPL reviews all Kit documentation. If any issues or discrepancies exist, the NRD OPL contacts the NRD Processor to work the issues.

Next Action: Once all issues have been addressed, the Kit is forwarded to the NRD OPO.

Step 3: The NRD OPO reviews the Kit documentation. If any issues or discrepancies exist, the NRD OPO contacts the NRD OPL and/or Processor to work the issues.

Next Action:

- a) The OPO has signed the kit. The Kit is forwarded to the N315 Leader Group.
- b) The NRD can archive the Kit as an O – Field Reject if any issues that cannot be resolved remain.
- c) If the Applicant opts to withdraw the application from consideration, the NRD can archive the Kit as A – Withdrawn by Applicant.

Step 4: The N315 Leader Group receives the Kit. An N315 Lead Processor assigns the Kit to a specific N315 Processor.

Next Action: An N315 Lead Processor has assigned the Kit to a specific N315 Processor. The Kit is forwarded to the assigned N315 Processor).

Step 5: The assigned N315 Processor receives the Kit, performs a review, and annotates any notes or discrepancies. If any issues or discrepancies exist, the N315 Processor contacts the NRD Processor to work the issues.

Next Action: Once all issues have been addressed, the Kit is forwarded to the N313 PM.

Step 6: The N313 PM receives the Kit, performs a review, and annotates any notes or discrepancies. If any issues or discrepancies exist, the N313 PM contacts the N315 Processor and/or NRD Processor to work the issues. Once all issues have been addressed, the N313 PM indicates that the Kit is approved for consideration by Naval Reactors. In the event the Applicant is not approved for

consideration (e.g., Not Physically Qualified [NPQ] letter, etc.) and all attempts to remediate the record have failed, the N313 PM will recommend that the Kit be withdrawn.

Next Action:

- a) If the Kit is approved for consideration by Naval Reactors, the Kit is sent to the Naval Reactors for consideration.
- b) If the N313 PM recommends withdrawal of the Kit, the Kit is archived as R – Withdrawn by HQ.

Step 7: Naval Reactors receives the Kit, performs a review, and if the Applicant is approved, facilitates an interview with the Admiral. A Select list is compiled from the name of successful interviewees. For the Selected Applicants, Enlistment documents are created, the Oath is administered, and the Enlistment documents are signed.

Next Action: The Select list is E-Mailed to N313 PM. The Applicant delivers a hard copy of the Enlistment documents to the NRD Processor to initiate Applicant compensation. Another copy of the Enlistment documents is sent to the N313 PM. If the N313 PM determines that the Kit should be withdrawn prior to receiving the Select list, the Kit is archived as R – Withdrawn by HQ). If the N313 PM receives affirmative Pro-Board result concerning another Designator for which the Applicant was processing, the final documentation process may be initiated (i.e., request Final Documents from the NRD while other Boards are pending, NRD provides Final Documents while other Boards are pending, Final Documents are obtained by the PM along with the appropriate Pro-Board recommendation, and Final Selection Letter Request is made by the PM.

Step 8: The N313 PM receives the Select list and enters the appropriate Naval Reactors' determination and all Final Selection information into the Kit. The N313 PM adds Selects to the Scroll list and sends the Scroll list to N3 Scroll Manager, who adds entries to the Scroll spreadsheet maintained on an external NRC website. The N313 PM enters the Scroll submission and approval dates and the OCS or ODS date, if available.

Next Action: The Kit is forwarded to the NRD Processor for Selects and for Non-Selects).

Step 9: The NRD Processor receives the Kit. For Selects, Enlistment documents delivered by the Applicant are reviewed. The completed Enlistment documents are attached to the Kit. For Non-Selects, the NRD Processor can evaluate and resubmit the Kit for Reconsideration.

Next Action:

- a) For Selects, the Kit is forwarded to the N315 Processor for Final Action.

- b) For Non-Selects, the process ends and the Kit are archived as Non-Select if not resubmitted for reconsideration. If the Kit is to be resubmitted for reconsideration, the NRD Processor archives the Kit as C – Requested Reconsideration, and a new Kit is generated.

Step 10: The N315 Processor performs a final review. If issues exist, the N315 Processor contacts the NRD Processor to work the issues. Once all issues are resolved, the N315 Processor enters Final Action information and Enlistment information.

Next Action:

- a) If the Applicant is entering the Collegiate program, the Kit remains active for Collegiate tracking by the N315 Processor until the N315 Processor performs an archiving action as follows:
- S – Reported to OCS (for OCS use only)
 - T – Officer appointed (for ODS use only)
 - N – Discharged prior to reporting
 - Q – Did not report to OCS
- b) For all other Final Actions, the Kit is archived upon completion as follows:
- D – Declined by Applicant
 - J – Not Enlisted / Appointed

3.3.2.5 **Cyber Warfare Engineer - the system shall configure the initial workflow process to match the given flow process below.**

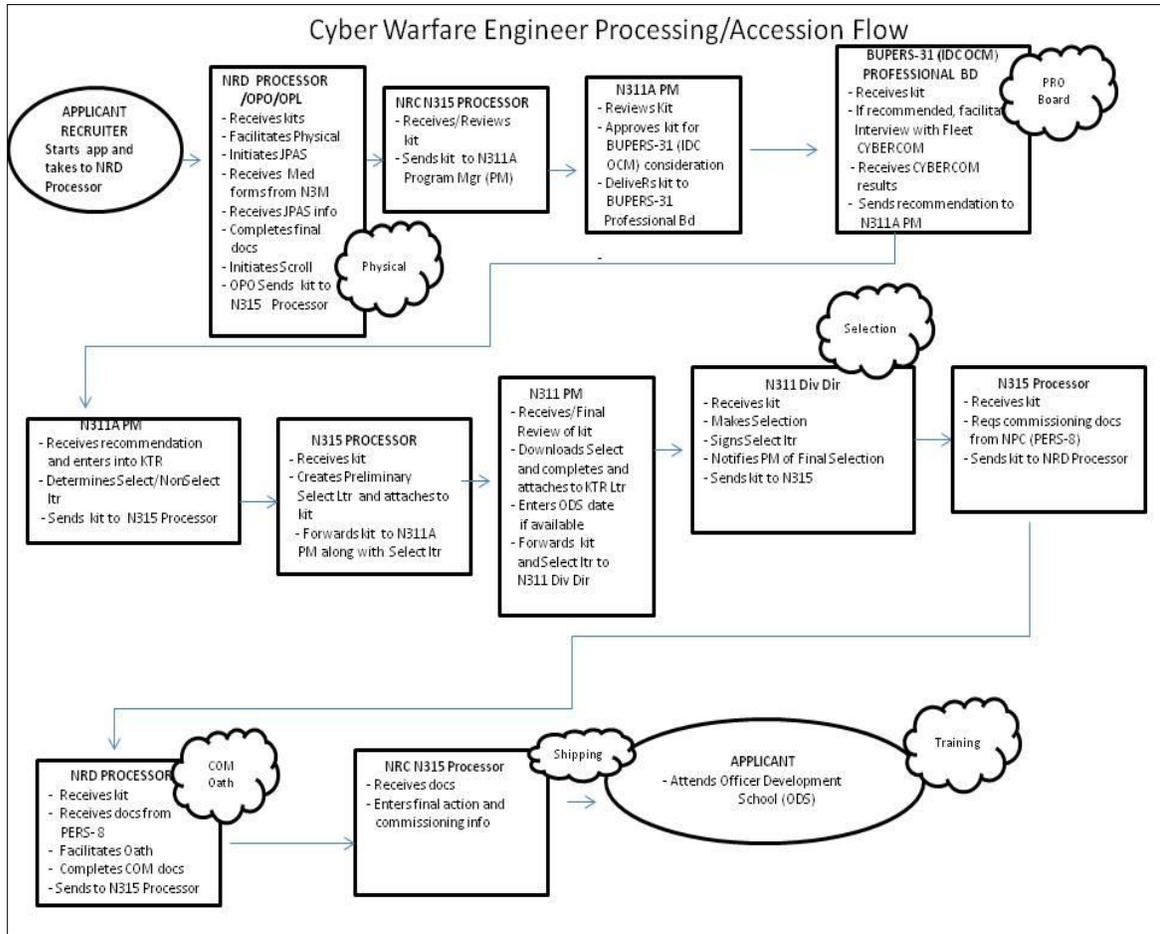


Figure 50 - Cyber Warfare Engineer Processing

Step 1: The NRD Processor receives the kit and other Program Documents from the Applicant and/or Recruiter and reviews for completion. If complete, NRD Processor attaches the documentation to the Kit and completes any outstanding Kit fields. The NRD Processor facilitates the physical exam, attaches the results to the Kit, and sends the results to N3M. Once the NRD Processor receives N3M’s determination, the NRD Processor attaches the N3M determination letter to the Kit and updates the N3M determination in the Kit. The NRD Processor initiates the Scroll process and enters the Scroll information when available. The NRD Processor initiates JPAS. The NRD Processor acquires the JPAS summary, attaches the summary to the Kit, and enters appropriate JPAS information into the Kit when information is available. If applicable, the NRD Processor enters waiver information in the Kit and attaches supporting documentation. If any issues or discrepancies exist, the NRD Processor contacts the Recruiter and/or Applicant to work the issues.

Next Action:

- a) If all issues have been addressed and all required Kit fields have been validated, the Kit is forwarded to the NRD OPL).
- b) The NRD Processor can archive the Kit as an O – Field Reject if any issues that cannot be resolved remain (Note: can occur both before Validation and before OPO review is requested).
- c) If the Applicant opts to withdraw the application from consideration, the NRD Processor can archive the Kit as A – Withdrawn by Applicant (Note: can occur both before Validation and before OPO review is requested).

Step 2: The NRD OPL reviews all Kit documentation. If any issues or discrepancies exist, the NRD OPL contacts the NRD Processor to work the issues.

Next Action: Once all issues have been addressed, the NRD OPO is notified that the Kit is ready for review.

Step 3: The NRD OPO reviews the Kit documentation. If any issues or discrepancies exist, the NRD OPO contacts the NRD OPL and/or Processor to work the issues.

Next Action:

- a) The OPO has signed the Kit. The Kit is forwarded to the N315 Leader Group.
- b) The NRD can archive the Kit as an O – Field Reject if any issues that cannot be resolved remain.
- c) If the Applicant opts to withdraw the application from consideration, the NRD can archive the Kit as A – Withdrawn by Applicant.

Step 4: The N315 Leader Group receives the Kit. An N315 Lead Processor assigns the Kit to a specific N315 Processor.

Next Action: An N315 Lead Processor has assigned the Kit to a specific N315 Processor. The Kit is forwarded to the assigned N315 Processor.

Step 5: The assigned N315 Processor receives the Kit, performs a review, and annotates any notes or discrepancies. If any issues or discrepancies exist, the N315 Processor contacts the NRD Processor to work the issues.

Next Action: Once all issues have been addressed, the Kit is forwarded to the appropriate N311 PM.

Step 6: The N311 PM receives the Kit, performs a review, and annotates any notes or discrepancies. If any issues or discrepancies exist, the N311 PM contacts the N315 Processor and/or NRD Processor to work the issues. Once all issues have been addressed, the N311 PM indicates that the Kit is approved for consideration by BUPERS 31 Information Dominance Corps (IDC). In the event the Applicant is not approved for consideration (e.g., NPQ letter, etc.) and all attempts to remediate the record have failed, the N311 PM will recommend that the Kit be withdrawn.

Next Action:

- a) If the Kit is approved for consideration, the Kit is delivered to BUPERS 31 IDC for consideration.
- b) If the N311 PM recommends withdrawal of the Kit, the Kit is archived as R – Withdrawn by HQ).

Step 7: BUPERS 31 IDC receives the Kit, performs a review, and if the Applicant is approved, facilitates an interview with Fleet CyberCom. The results of the interview are documented and sent back to BUPERS 31 IDC.

Next Action: BUPERS 31 IDC sends the recommendation to the N311 PM. If the N311 PM determines that the Kit should be withdrawn prior to receiving the recommendations, the Kit is archived as R – Withdrawn by HQ).

Step 8: The N311 PM receives the recommendation and enters the appropriate recommendation into the Kit. If issues or discrepancies exist, the N311 PM contacts the N315 Processor and/or NRD Processor to work the issues. Once all issues have been resolved, the N311 PM indicates which kind of letter, Select or Non-Select, is to be created.

Next Action: The N311 PM has indicated the desired letter type. The Kit is forwarded to the N315 Processor for Selects and for Non-Selects).

Step 9: The N315 Processor receives the Kit. The N315 Processor creates the appropriate preliminary letter and attaches the letter to the Kit.

Next Action: The Kit is forward to the N311 PM for Selects and for Non-Selects).

Step 10: The N311 PM receives the Kit and performs the final review. If the review reveals issues with the Kit, the N311 PM contacts the N315 Processor or the NRD Processor to work the issues. The N311 PM downloads the preliminary Select or Non-Select letter, completes the letter, and attaches

the letter to the Kit. The N311 PM enters the ODS date in the appropriate Klitfield, if a date is available.

Next Action: The Kit is forwarded to the N311 Active Accessions Division Director for Selects and for Non-Selects).

Step 11: The N311 Active Accessions Division Director receives the Kit with the Select or Non-Select letter attached. The N311 Active Accessions Division Director validates the letter via signature application or signature authorization and records the Command's Final Selection decision in the Kit. The N311 Active Accessions Division Director notifies the N311 PM of Final Selection completion.

Next Action: The Kit is forwarded to the N315 Processor for Selects and for Non-Selects).

Step 12: The N315 Processor receives the Kit with signed Select or Non-Select letter. For Selects, the N315 Processor requests COMDOCs from PERS 8 and records the date the COMDOCs were requested in the Kit. For Non-Selects, the N315 Processor enters Final Action information indicating non-selection.

Next Action:

- a) For Selects, a request is sent to PERS 8 and the Kit is forwarded to the NRD Processor (step 13).
- b) For Non-Selects, the Kit is forwarded to the NRD Processor (step 13).

Step 13: The NRD Processor receives the Kit. PERS 8 has received the request for COMDOCs, created the COMDOCs, and sent the COMDOCs to the NRD via FedEx. The NRD receives the COMDOCs, facilitates the administration of the Oath, completes the COMDOCs with appropriate signatures, and attaches the COMDOCs to the Kit. For Non-Selects, the NRD Processor can evaluate and resubmit the Kit for reconsideration.

Next Action:

- a) For Selects, the Kit is forwarded to the N315 Processor for Final Action.
- b) For Non-Selects, the process ends and the Kit is archived as Non-Select if not resubmitted for reconsideration. If the Kit is to be resubmitted for reconsideration, the NRD Processor archives the Kit as C – Requested Reconsideration, and a new Kit is generated.

Step 14: The N315 Processor receives the Kit with signed COMDOCs and performs a final review. If issues exist, the N315 Processor contacts the NRD Processor to work the issues. Once all issues are resolved, the N315 Processor enters Final Action information and Commissioning information.

Next Action: The Kit is archived upon completion as follows:

- T – Officer appointed
- D – Declined by Applicant
- J – Not Enlisted / Appointed

3.3.2.6 Fleet Officer - the system shall configure the initial workflow process to match the given flow process below.

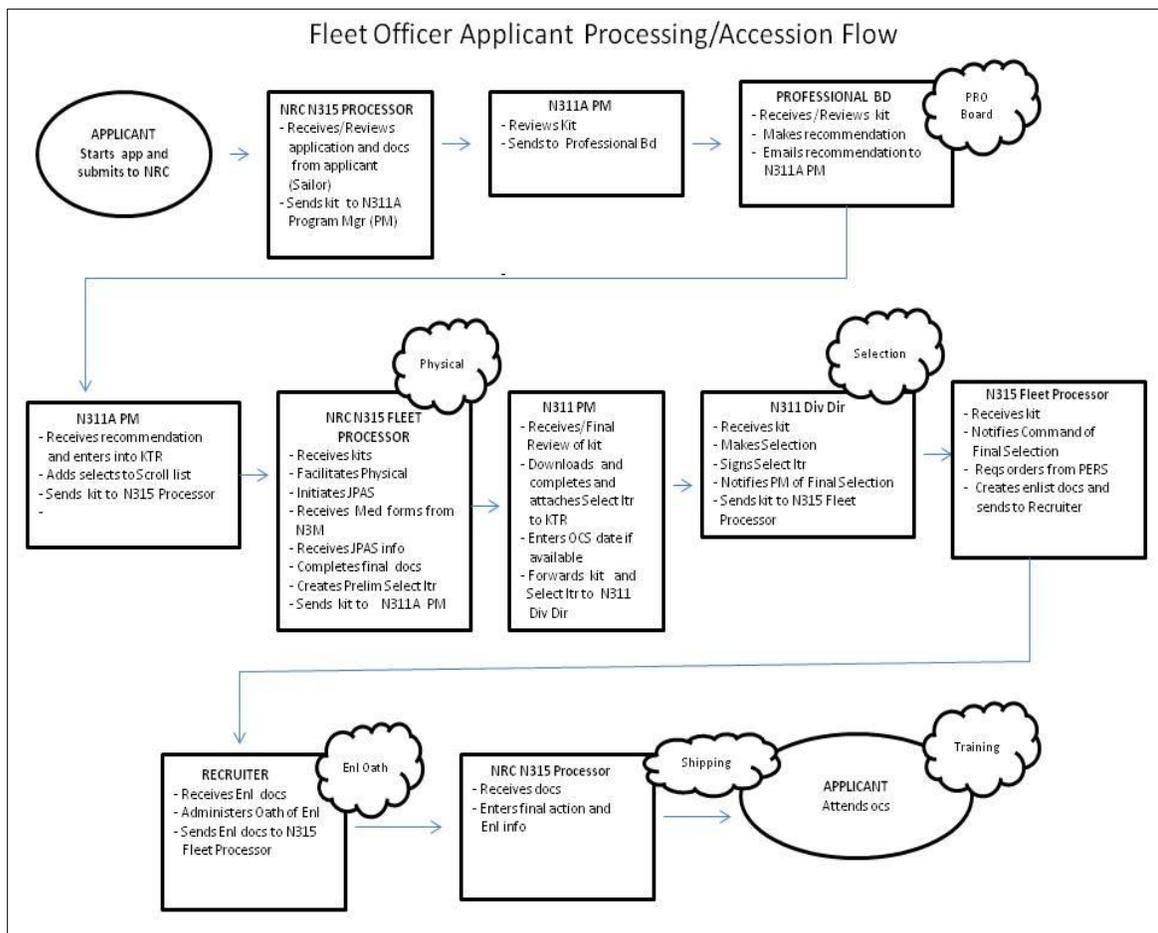


Figure 51 - Fleet Officer Processing

Step 1: The N315 Lead Fleet Processor receives the Kit and other documentation from the Applicant. The N315 Lead Fleet Processor creates a Kit for the Applicant validates required Kit fields. If the Applicant opts to withdraw the application from consideration, the NRD Lead Fleet Processor can archive the Kit as A – Withdrawn by Applicant. Once validated, the NRC Lead Fleet Processor assigns the record to an N315 Fleet Processor. Again, if the Applicant opts to withdraw the application from consideration, the NRD Lead Fleet Processor can archive the Kit as A – Withdrawn by Applicant.

The N315 Fleet Processor reviews the documentation for completion utilizing the appropriate checklist. If complete, the N315 Fleet Processor attaches the documentation to the Applicant’s Kit and completes any outstanding Kit fields. If any issues or discrepancies exist, the N315 Fleet Processor contacts the Applicant to resolve the issues.

Next Action:

- a) If all issues have been addressed and all fields and documentation are complete, the Kit is forwarded to the appropriate N311 PM.
- b) If the Applicant opts to withdraw the application from consideration, the NRD Processor can archive the Kit as A – Withdrawn by Applicant.

Step 2: The N311 PM receives the Kit, performs a review and annotates any notes or discrepancies. If issues or discrepancies exist, the N311 PM contacts the N315 Processor and/or NRD Processor to work the issues. Once all issues have been addressed, the N311 PM indicates that the Kit is approved for consideration by the Professional Review Board(s). In the event the Applicant is not approved for consideration and all attempts to remediate the record have failed, the N311 PM will recommend that the Kit be withdrawn.

Next Action:

- a) If the review is good, the Kit is forwarded to the Pro-Board(s).
- b) If the N311 PM recommends withdrawal of the Kit, the Kit is archived as R – Withdrawn by HQ.

Step 3: The Pro-Board(s) receives the Kit, performs a review, and makes recommendations. Those recommendations are documented as Board results.

Next Action: The Pro-Board results are E-Mailed to the N311 PM. If the N311 PM determines that the Kit should be withdrawn prior to receiving the Pro-Board results, the Kit is archived as R – Withdrawn by HQ. If the N311 receives affirmative Pro-Board result concerning another Designator for which the Applicant was processing, the final documentation process may be initiated (i.e., Request Final Documents from NRC while other Boards are pending, NRC provides Final Documents while other Boards are pending,

Final Documents are obtained by the PM along with the appropriate Pro-Board recommendation, and Final Selection Letter is provided to the Division Director).

Step 4: The N311 PM receives the Pro-Board results documentation, attaches the documentation to the Kit, facilitates the addition of the results to an external bulletin board, and enters the appropriate Pro-Board results into the Kit. The N311 PM adds the Recommended Applicants to the Scroll list and sends the Scroll list to the N3 Scroll Manager, who adds the entries to the Scroll spreadsheet maintained on an external NRC website. The N311 PM enters the Scroll information if available.

Next Action: The Kit is forwarded to the N315 Fleet Processor for Selects and for Non-Selects).

Step 5: The N315 Fleet Processor receives the Kit. For Professionally Recommended Applicants, the N315 Fleet Processor facilitates the physical exam, attaches the results and any additional medical documentation to the Kit, and sends the exam results documentation to N3M for review. Once the N315 Fleet Processor receives a letter from N3M, the N315 Fleet Processor attaches the letter to the Kit and completes the Final Documents. The N315 Fleet Processor enters the N3M determination into the Kit. The N315 Fleet Processor acquires the JPAS summary, attaches the summary to the Kit, and enters appropriate JPAS information into the Kit when information is available. The N315 Fleet Processor creates a preliminary Select letter and attaches the letter to the Kit. For Non-recommended Applicants, the N315 Fleet Processor notifies the Applicant of non-selection and enters final action information indicating non-selection.

Next Action:

- a) For Selects, the Kit is forward to the N311 PM.
- b) For Non-Selects, the process ends and the Kit are archived as Non-Select if not resubmitted for reconsideration. If the Kit is to be resubmitted for reconsideration, the NRD Processor archives the Kit as C – Requested Reconsideration, and a new Kit is generated.

Step 6: The N311 PM receives the Kit and performs the final review. If the review reveals issues with the Kit, the N311 PM contacts the N315 Fleet Processor to work the issues. The N311 PM downloads the preliminary Select letter, completes the letter, and attaches the letter to the Kit. The N311 PM enters the OCS date in the appropriate Kit field, if a date is available.

Next Action: The Kit is forwarded to the N311 Active Accessions Division Director

Step 7: The N311 Active Accessions Division Director receives the Kit with the Select letter attached. The N311 Active Accessions Division Director validates the letter via signature application or

signature authorization and records the Command's Final Selection decision and other Final Selection information in the Kit. The N311 Active Accessions Division Director notifies the N311 PM of Final Selection completion.

Next Action: The Kit is forwarded to the N315 Fleet Processor.

Step 8: The N315 Fleet Processor notifies the Command of Final Selection and requests orders from PERS. The N315 Fleet Processor creates the Enlistment documents and sends them to the Recruiter, who administers the Oath of Enlistment to the Applicant. Both the Applicant and the Recruiter sign the documentation and the Recruiter sends the signed documentation to the N315 Fleet Processor. The N315 Fleet Processor attaches the documents to the Kit and records the date the Oath was administered in the appropriate Kit field. The N315 Fleet Processor enters Final Action information and Enlistment and/or Commissioning information.

Next Action:

- a) If the Applicant is awaiting OCS, the Kit remains active until the OCS date is recorded and the Final Action is updated by the N315 Processor as follows:
 - S – Reported to OCS
 - N – Discharged prior to reporting
 - Q – Did not report to OCS

- b) For all other Final Actions, the Kit is archived upon completion as follows:
 - D – Declined by Applicant
 - J – Not Enlisted / Appointed

3.3.2.7 Navy Veteran Officer - the system shall configure the initial workflow process to match the given flow process below.

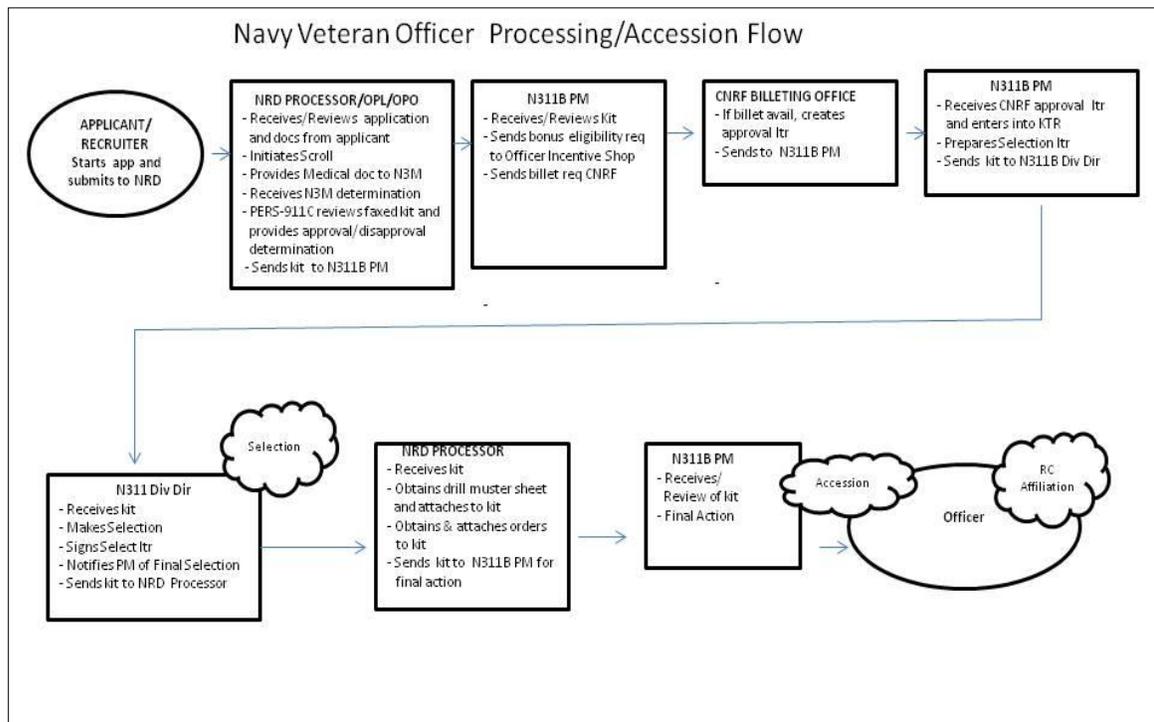


Figure 52 - Navy Veteran Officer Processing

Step 1: The NRD Processor receives the Kit, Ready Reserve Agreement (RRA), and other appropriate documentation from the Applicant and reviews for completion utilizing the appropriate checklist. If complete, the NRD Processor attaches the documentation to the Kit, initiates the Scroll process, records the date of submission, provides the Applicant’s medical documentation to N3M for review, and faxes the appropriate documentation to PERS 911 for review. N3M reviews the documentation and creates the appropriate letter. The NRD Processor attaches the letter and enters the N3M determination into the Kit. PERS 911 reviews the faxed Kit and provides an approval / disapproval determination. If any issues or discrepancies exist, the NRD Processor contacts the Recruiter and/or Applicant to work the issues.

Next Actions:

- a) If all issues have been addressed and all required Kit fields have been validated), the Kit is forwarded to the NRD OPL).
- b) The NRD Processor can archive the Kit as an O – Field Reject if any issues that cannot be resolved remain (Note: can occur both before Validation and before OPO review is requested).

- c) If the Applicant opts to withdraw the application from consideration, the NRD Processor can archive the Kit as A – Withdrawn by Applicant (Note: can occur both before Validation and before OPO review is requested).

Step 2: The NRD OPL reviews all Kit documentation. If any issues or discrepancies exist, the NRD OPL contacts the NRD Processor to work the issues.

Next Action: Once all issues have been addressed, the Kit is forwarded to the NRD OPO.

Step 3: The NRD OPO reviews the Kit documentation. If any issues or discrepancies exist, the NRD OPO contacts the NRD OPL and/or Processor to work the issues.

Next Action:

- a) The OPO has signed and approved the Kit for NRC review. The Kit is forwarded to the N311 NAVET PM.
- b) The NRD can archive the Kit as an O – Field Reject if any issues that cannot be resolved remain.
- c) If the Applicant opts to withdraw the application from consideration, the NRD can archive the Kit as A – Withdrawn by Applicant).

Step 4: The N311 NAVET PM receives and reviews the Kit. If accurate, a Bonus Eligibility request is sent to the Officer Incentive Shop and a Billet request is sent to the Commander, Naval Reserve Forces (CNRF) Billeting Office. The Officer Incentive Shop receives the request and assesses for bonus eligibility. If approved, the Officer Incentive Shop creates an approval letter, and sends the letter to the N311 NAVET PM. The CNRF Billeting Office receives the request and assesses for billet eligibility. If approved, the CNRF Billeting Office creates an approval letter, and sends the letter to the N311 NAVET PM. The N311 NAVET PM attaches Billet and Bonus Eligibility documentation to the Kit and enters appropriate information into the Incentives and Billet information fields.

The N311 NAVET PM reviews the Kit with all appropriate determinations and documentation. If any issues or discrepancies exist, the N311 NAVET PM contacts the NRD Processor to work the issues. If all determinations indicate that Selection is appropriate, the N311 NAVET PM enters the PM recommendation determination and attaches the appropriate letter.

Next Action: The Kit is forwarded to the N311 Reserve Programs Division Director for Selects and for Non-Selects).

Step 3: The N311 Reserve Programs Division Director receives the Kit with the Select or Non-Select letter attached. The N311 Reserve Programs Division Director validates the letter via signature

application or signature authorization and records the Command's Final Selection decision and other Final Selection information in the Kit. The N311 Division Director notifies the N311 NAVET PM of Final Selection completion.

Next Action: The Kit is forwarded to the NRD Processor for Selects and for Non-Selects).

Step 4: The NRD Processor receives the Kit. For Selects, the NRD Processor obtains the drill muster sheet and attaches the drill muster sheet to the Kit. The NRD Processor obtains and attaches signed orders to the Kit. The NRD Processor enters the drill date into the Kit. For Non-Selects, the NRD Processor can evaluate and resubmit the Kit for reconsideration.

Next Action:

- a) For Selects, the Kit is forwarded to the N311 NAVET PM for Final Action).
- b) For Non-Selects, the process ends and the Kit is archived as a Non-Select if not resubmitted for reconsideration. If the Kit is to be resubmitted for reconsideration, the NRD Processor archives the Kit as C – Requested Reconsideration, and a new Kit is generated.

Step 5: The N311 NAVET PM receives the Kit and performs a final review. If issues exist, the N311 NAVET PM contacts the NRD Processor to work the issues. Once all issues are resolved, the N311 NAVET PM enters Final Action information.

Next Action: The Kit is archived upon completion as follows:

- Z – Reserve Affiliation
- D – Declined by Applicant
- J – Not Enlisted / Appointed

3.3.2.8 Career Transition Office Officer - the system shall configure the initial workflow process to match the given flow process below.

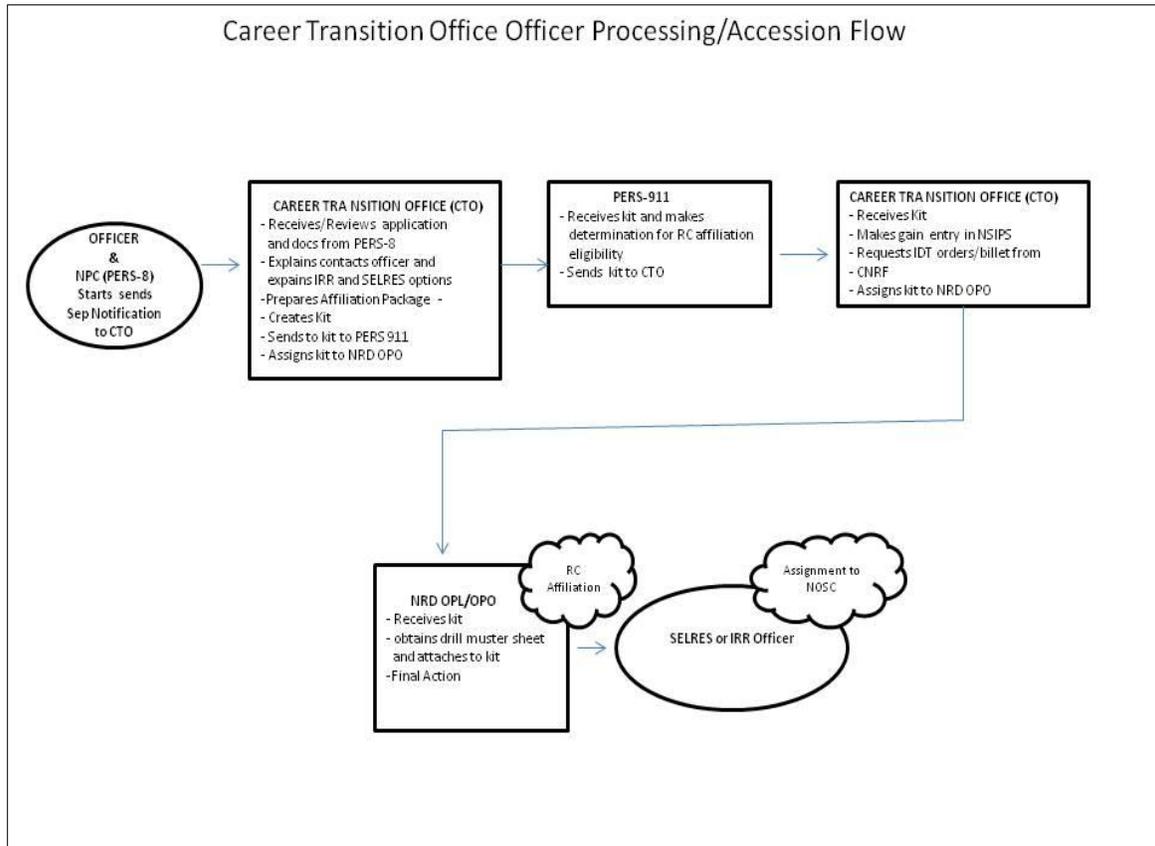


Figure 53 - Career Transition Office Officer Processing

Step 1: The CTO is notified by Navy Personnel Command (PERS 8), via email, when Release from Active Duty (RADS) letters (packages) are processed (normally officers six months away from separation). The packages contain letter of resignation and commanding officers endorsement. Those letters are utilized by CTO to populate an external Prospecting database. The CTO prints the package and assigns the package to a CTO Transition Assistant (TA). The TA enters data into WebRTTools for NRD OPO and on the CTO spreadsheet for CTO processing. The TA contacts the officer to explain the Selected Reserves (SELRES) and Individual Ready Reserve (IRR) options. If the individual is interested and wishes to be processed, the TA prepares the affiliation package, creates a Kit and enters data into the CTO tracking spreadsheet. A person must also go through a recruiter is he/she has Adverse Information Material (AIM) located in their FITREPS (which results in an automatic 9 month break).

TA then hand-carries package to PERS-911. PERS-911 validates eligibility for the Reserve affiliation and makes final approval for CTO to execute Reserve affiliation.

TA picks-up package from PERS-911 and enters data into NSIPS.

Package is delivered to the CTO NSIPS Central Processing Unit, who enters and validates data. At this point the officer is now considered an RC gain. Upon completion, the package is returned to the TA. Reservists must sign the “reserve oath”.

The TA then sends package to Commander Naval Reserve Force (CNRF) to requests IDT orders.

Next Action: The Kit is made available to the NRD OPO.

Step 2: The NRD OPO receives the Kit. The OPO, OPL, or ACR may choose to work the Kit or assigns the Kit to an NRD Processor. NRD Personnel obtain the drill muster sheet and attach the drill muster sheet to the Kit. NRD Personnel enter the drill date into the Kit.

Next Action:

- a) If all issues have been addressed and all required Kit fields have been validated). The Kit is forwarded to the NRD OPO for review). If the OPO approves, the Kit is forwarded to the N311 NAVET PM
- b) If the Applicant opts to withdraw the application from consideration, the NRD can archive the Kit as A – Withdrawn by Applicant (Note: can occur before Validation , before OPO review is requested [and before OPO Approval is granted

Step 3: The N311 NAVET PM receives the Kit, performs a review, and applies the appropriate final action.

Next Action: The Kit is archived as Z – Reserve Affiliation

3.3.2.9 Reserve Direct Commission Officer - the system shall configure the initial workflow process to match the given flow process below.

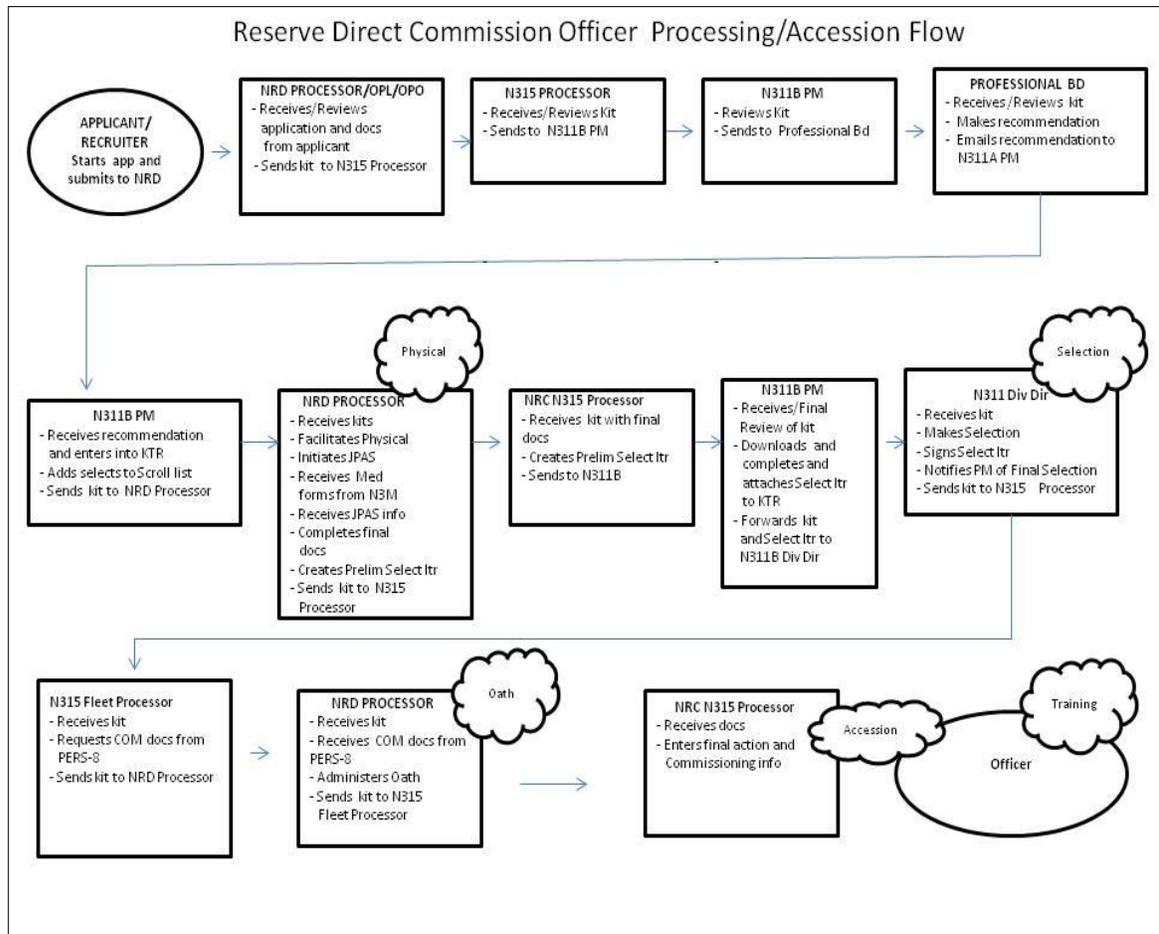


Figure 54 - Reserve Direct Commission Officer

Step 1: The NRD Processor receives the Kit and other documentation from the Applicant and reviews for completion utilizing the appropriate checklist. If complete, NRD Processor attaches the documentation to the Applicant’s Kit and completes any outstanding Kit fields. If any issues or discrepancies exist, the NRD Processor contacts the Recruiter and/or Applicant to work the issues.

Next Action:

- a) If all issues have been addressed and all required Kit fields have been validated), the Kit is forwarded to the NRD OPL).
- b) The NRD Processor can archive the Kit as an O – Field Reject if any issues that cannot be resolved remain (Note: can occur both before Validation and before OPO review is requested).

- c) If the Applicant opts to withdraw the application from consideration, the NRD Processor can archive the Kit as A – Withdrawn by Applicant (Note: can occur both before Validation and before OPO review is requested).

Step 2: The NRD OPL reviews all Kit documentation. If any issues or discrepancies exist, the NRD OPL contacts the NRD Processor to work the issues.

Next Action: Once all issues have been addressed, the NRD Officer Programs Officer (OPO) is notified that the Kit is ready for review.

Step 3: The NRD OPO reviews the Kit documentation. If any issues or discrepancies exist, the NRD OPO contacts the NRD OPL and/or Processor to work the issues.

Next Action:

- a) The OPO has signed the Kit. The Kit is forwarded to the N315 Leader Group.
- b) The NRD can archive the Kit as an O – Field Reject if any issues that cannot be resolved remain.
- c) If the Applicant opts to withdraw the application from consideration, the NRD can archive the Kit as A – Withdrawn by Applicant.

Step 4: The N315 Leader Group receives the Kit. An N315 Lead Processor assigns the Kit to a specific N315 Processor.

Next Action: An N315 Lead Processor has assigned the Kit to a specific N315 Processor. The Kit is forwarded to the assigned N315 Processor.

Step 5: The assigned N315 Processor receives the Kit, performs a review, and annotates any notes or discrepancies. If any issues or discrepancies exist, the N315 Processor contacts the NRD Processor to work the issues.

Next Action: Once all issues have been addressed, the Kit is forwarded to the N311 Reserve DCO PM.

Step 6: The N311 Reserve DCO PM receives the Kit, performs a review and annotates any notes or discrepancies. If issues or discrepancies exist, the N311 Reserve DCO PM contacts the N315 Processor and/or NRD Processor to work the issues. Once all issues have been addressed, the N311 Reserve DCO PM indicates that the Kit is approved for consideration by the Pro-Board(s). In the event the Applicant is not approved for consideration and all attempts to remediate the record have failed, the N311 Reserve DCO PM will recommend that the Kit be withdrawn.

Next Action:

- a) If review is good, Kit is forwarded to the Pro-Board(s).
- b) If the N311 Reserve DCO PM recommends withdrawal of the Kit, the Kit is archived as R – Withdrawn by HQ.

Step 7: The Pro-Board(s) receives the Kit, performs a review, and makes recommendations. Those recommendations are documented as Board results.

Next Action: Pro-Board results are E-Mailed to the N311 Reserve DCO PM. If the N311 Reserve DCO PM determines that the Kit should be withdrawn prior to receiving the Pro-Board results, the Kit is archived as R – Withdrawn by HQ). If the N311 Reserve DCO PM receives affirmative Pro-Board result concerning another Designator for which the Applicant was processing, the final documentation process may be initiated (i.e., Request Final Documents from the NRD while other Boards are pending, NRD provides Final Documents while other Boards are pending, Final Documents are obtained by the PM along with the Pro-Board recommendation, and Final Selection Letter Request is made by the PM.

Step 8: The N311 Reserve DCO PM receives the Pro-Board results documentation, attaches the documentation to the Kit, facilitates the addition of the results to an external bulletin board, and enters the Pro-Board results into the Kit. The N311 Reserve DCO PM adds the Recommended Applicants to the Scroll list and sends the Scroll list to the N3 Scroll Manager, who adds entries to the Scroll spreadsheet maintained on an external NRC website. The N311 Reserve DCO PM enters Scroll information if available.

Next Action:

- a) For Recommended Applicants, the Kit is forwarded to the NRD Processor for Final Documents (step 10).
- b) For Non-Recommended Applicants, the Kit is forwarded to the N315 Processor once all Pro-Board results have been received (step 9).

Step 9: The N315 Processor receives the Kit indicating that the Applicant is not recommended. The N315 Processor creates and attaches a preliminary Non-Select letter.

Next Action: The Kit is forwarded to the N311 Reserve DCO PM (step 12).

Step 10: The NRD Processor facilitates the physical exam, attaches the results and any additional medical documentation to the Kit, and sends the exam results documentation to N3M for review. The NRD Processor initiates the JPAS process and enters/attaches billet information/package. If documentation of Dual Citizenship Renunciation and/or a Request for Conditional Release form (DD 368) is required, the NRD Processor will attach those documents to the KIT. Once the NRD Processor receives a letter from N3M, the NRD Processor attaches the letter to the Kit and completes the Final Documents. The NRD Processor enters the N3M determination into the Kit. The NRD Processor acquires the JPAS summary, attaches the summary to the Kit, and enters appropriate JPAS information into the Kit when information is available.

Next Action: The Kit is forwarded to the N315 Processor.

Step 11: N315 Processor receives Kit with Final Documents attached. If there are problems with the documents, the NRD Processor is contacted to work these issues. If all the documents are in order, the N315 Processor creates a preliminary Select letter and attaches the letter to the Kit.

Next Action: Kit is forward to the N311 Reserve DCO PM.

Step 12: The N311 Reserve DCO PM receives the Kit with the Select or Non-Select letter attached and performs the final review. If the review reveals issues with the Kit, the N311 Reserve DCO PM contacts the N315 Processor or the NRD Processor to work the issues.

Next Action: Kit is forwarded to the N311 Reserve Programs Division Director for Selects and for Non-Selects).

Step 13: The N311 Reserve Programs Division Director receives the Kit with the Select or Non-Select letter attached. The N311 Reserve Programs Division Director validates the letter via signature application or signature authorization and records the Command's Final Selection decision and other Final Selection information in the Kit. The N311 Reserve Programs Division Director notifies the N311 Reserve DCO PM of Final Selection completion.

Next Action: Kit is forwarded to the N315 Processor for Selects and for Non-Selects).

Step 14: The N315 Processor receives the Kit with signed Select or Non-Select letter. For Selects, the N315 Processor requests COMDOCs from PERS 8 and records the date the COMDOCs were requested in the Kit. For Non-Selects, the N315 Processor enters Final Action information indicating non-selection.

Next Action:

- a) For Selects, a request is sent to PERS 8 and the Kit is forwarded to the NRD Processor (step 15).
- b) For Non-Selects, the Kit is forwarded to the NRD Processor (step 15).

Step 15: The NRD Processor receives the Kit. PERS 8 has received the request for COMDOCs, created the COMDOCs, and sent the COMDOCs to the NRD via FedEx. The NRD receives the COMDOCs, facilitates the administration of the Oath, completes the COMDOCs with appropriate signatures, and attaches the COMDOCs to the Kit. For Non-Selects, the NRD Processor can evaluate and resubmit the Kit for reconsideration.

Next Action:

- a) For Selects, the Kit is forwarded to the N315 Processor for Final Action).
- b) For Non-Selects, the process ends and the Kit is archived as a Non-Select) if not resubmitted for reconsideration. If the Kit is to be resubmitted for reconsideration, the NRD Processor archives the Kit as C – Requested Reconsideration, and a new Kit is generated.

Step 16: The N315 Processor receives the Kit with signed COMDOCs and performs a final review. If issues exist, the N315 Processor contacts the NRD Processor to work the issues. Once all issues are resolved, the N315 Processor enters Final Action information and Commissioning information

Next Action: The Kit is archived upon completion as follows:

- T – Officer appointed)
- D – Declined by Applicant)
- J – Not Enlisted / Appointed)

3.3.2.10 Dental Corps Officer - the system shall configure the initial workflow process to match the given flow process below.

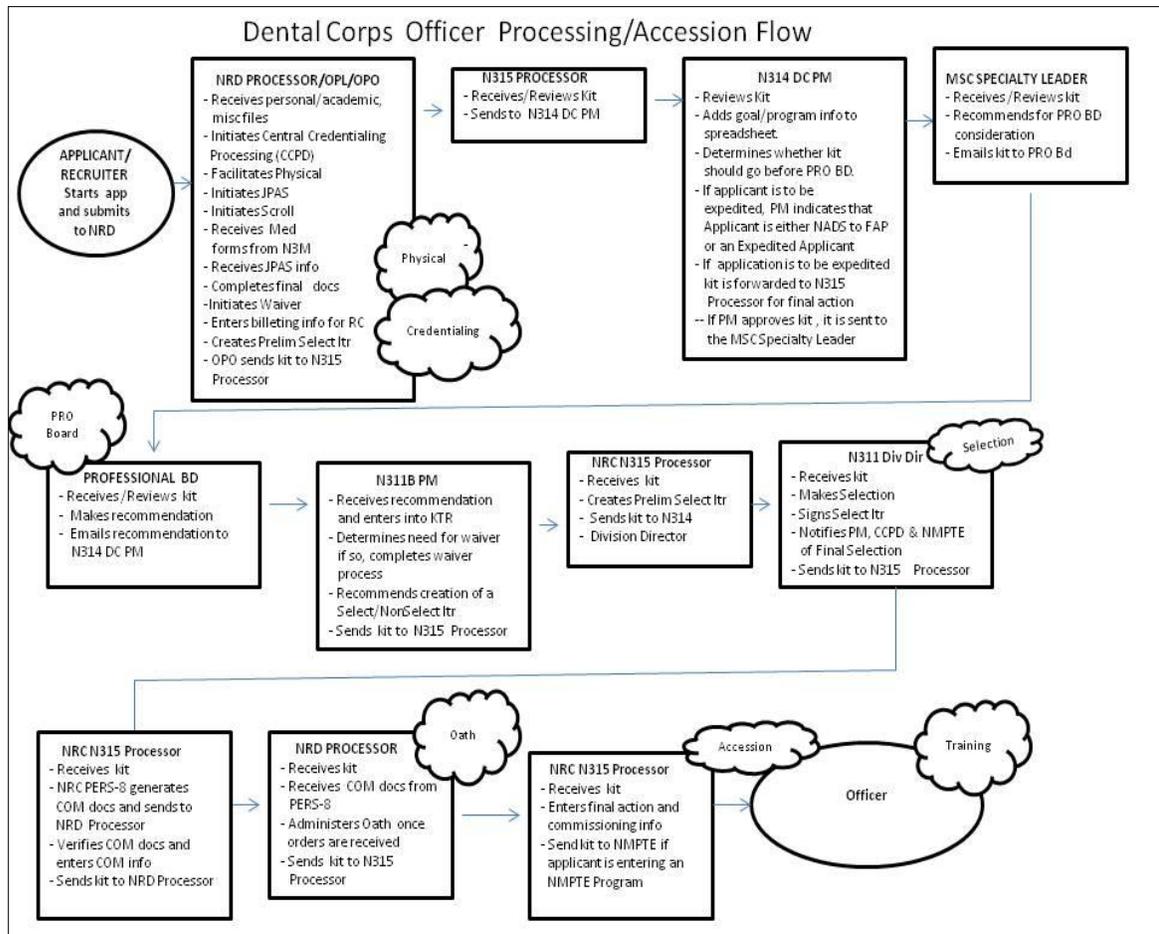


Figure 55 - Dental Corps Officer Processing

Step 1: The NRD Recruiter and/or Processor validate the required Kit fields and initiate the following processes as applicable:

- CCPD
- Scroll
- JPAS
- Medical physical exam
- Internal waivers
- Billeting
- Bonus
- Citizenship

Processes occurring independent of the main Kit flow are worked as follows:

- CCPD – The NRD sends the CCPD application to the Applicant. Once complete, the NRD Processor reviews the application and, if deemed complete, attaches the application to the Kit. Next Action: If complete, Kit with CCPD application is sent to CCPD.

Once CCPD receives the application, the reviewing CCPD Processor records his/her identity in the Kit, records notes if necessary, and reviews the application for completeness.

- If incomplete, CCPD documents existing discrepancies and requests that the NRD work with the Applicant to compile further documentation or information.
- If complete, the application is reviewed for credentialing. Credentialing results are attached to the Kit.

Next Action: Once credentialing results are attached, CCPD submits the Kit back into the main Kit flow and notification of existing CCPD determination is sent to both the N314 DC PM and the NRD Processor.

- Scroll – The NRD sends Scroll forms to the Applicant to fill out. Curriculum Vitae (CV) and Scroll forms are delivered via external means to the NRD Processor, the NRD OPO, and the N3 Scroll Manager, respectively. The N3 Scroll Manager compiles the Scroll list and forwards to the N314 DC PM for corrections, if any. The N314 DC PM returns corrected list to the N3 Scroll manager who updates the electronic copy of the Scroll documentation for submission. Scroll fields are completed when information is available.
- JPAS – The NRD Processor enters the Applicant into Navy Accessions Security Information System (NASIS) and submits the investigation request to JPAS. JPAS fields are completed when information is available. A JPAS summary is attached when available.
- Medical exam – The NRD Processor facilitates the Applicant's physical and sends the results to N3M. N3M reviews the results, requests additional documentation if necessary, and generates the appropriate determination letter. The letter is sent to the NRD Processor. NRD Processor attaches the letter to the Kit and updates the N3M determination field with the appropriate determination in the Kit. The N315 Processor and N314 DC PM are notified when the N3M letter is available.
- Internal waivers – The NRD initiates the waiver process with the Waiver Shop. The date the waiver is requested and the date the waiver is approved are recorded in the Kit when available. Any waiver approval documentation is also attached.
- Billeting – For Reserve Applicants, the NRD Processor attaches / enters billet information / package.
- Bonus / Incentive – The NRD Processor attaches / enters bonus information.
- Citizenship – For non-citizen Applicants, the NRD Processor facilitates the citizenship process and attaches any necessary documentation.

Main Kit Flow – The NRD Processor receives the Kit from the Applicant and checks the document against the appropriate checklist. If not complete, the NRD Processor contacts the Applicant to rework application. The NRD Processor gets all appropriate signatures of the Kit.

Next Action:

- a) Once all issues have been addressed, the Kit is forwarded to the NRD OPL.
- b) The NRD Processor can archive the Kit as an O – Field Reject if any issues that cannot be resolved remain (Note: can occur both before Validation and before OPO review is requested).
- c) If the Applicant opts to withdraw the application from consideration, the NRD Processor can archive the Kit as A – Withdrawn by Applicant (Note: can occur both before Validation and before OPO review is requested).

Step 2: The NRD OPL reviews all Kit documentation. If any issues or discrepancies exist, the NRD OPL contacts the NRD Processor to work the issues.

Next Action: The Kit is forwarded to the NRD OPO.

Step 3: The NRD OPO receives the Kit and reviews for signature. If discrepancies or issues exist, the NRD OPO contacts the NRD Processor to work the issues. Once all issues are resolved and the Kit is approved, the NRD OPO signs the kit and moves it along.

Next Action:

- a) The OPO has signed the Kit. The Kit is forwarded to the N315 Leader Group.
- b) The NRD can archive the Kit as an O – Field Reject if any issues that cannot be resolved remain.
- c) If the Applicant opts to withdraw the application from consideration, the NRD can archive the Kit as A – Withdrawn by Applicant).

Step 4: The N315 Leader Group receives the Kit. An N315 Lead Processor assigns the Kit to a specific N315 Processor.

Next Action: An N315 Lead Processor has assigned the Kit to a specific N315 Processor. The Kit is forwarded to the assigned N315 Processor).

Step 5: The assigned N315 Processor receives and reviews the Kit and records any notes or discrepancies. If discrepancies or issues exist, the N315 Processor contacts the NRD Processor to work the issues.

Next Action: The N315 Processor recommends the Kit for N314 DC PM. The Kit is forwarded to N314 DC PM.

Step 6: The N314 DC PM receives and reviews the Kit and records any notes or discrepancies. If discrepancies exist, the N314 DC PM contacts the N315 Processor and/or the NRD Processor to work these issues. Once all issues are resolved and the review is satisfactory, the N314 DC PM adds goal/program information to an external spreadsheet and indicates that the Kit is approved for consideration by the Pro-Board(s). In the event the Applicant is not approved for consideration and all attempts to remediate the record have failed, the N314 DC PM will recommend that the Kit be withdrawn. In the event the Applicant is to be expedited, the N314 DC PM indicates that the Applicant is either a Navy Active Duty Delay for Specialist (NADDS) to Financial Assistance Program (FAP) Applicant or an Expedited Recall Applicant.

Next Action:

- a) If the N314 DC PM approves the Kit for consideration, the Kit is E-Mailed to the MSC Specialty Leader.
- b) If the N314 DC PM recommends withdrawal of the Kit, the Kit is archived as R – Withdrawn by HQ).
- c) If the N314 DC PM indicates that the Applicant is to be expedited, the Kit is forwarded to the N315 Processor for Final Action (step 12).

Step 7: The DC Specialty Leader receives and reviews the Kit. If the DC Specialty Leader approves the Kit for Pro-Board consideration, the Kit is E-Mailed to the Pro-Board). If the N314 DC PM determines that the Kit should be withdrawn prior being delivered to the Pro-Board, the Kit is archived as R – Withdrawn by HQ). The Pro-Board receives the Kit and reviews for completeness. If complete, the Pro-Board makes a program recommendation and produces Board results documentation.

Next Action:

- a) If Kit contains issues, the Kit is returned to N314 DC PM to repeat step 4.
- b) If the N314 DC PM determines that the Kit should be withdrawn prior to receiving the Pro-Board results, the Kit is archived as R – Withdrawn by HQ).
- c) If the Pro-Board makes a recommendation, the Board results are sent to the N314 DC PM via E-Mail.

Step 8: The N314 DC PM receives the Pro-Board results documentation, reviews the Board's recommendation, attaches the board results to the Kit, updates the goal/program spreadsheet, records the Pro-Board's recommendation in the Kit, and attaches a Memorandum of Understanding (MOU), if applicable. The N314 DC PM makes a determination as to whether an external waiver (e.g., age, rank, etc.) is needed. If needed, the N314 DC PM completes the waiver process, attaches the waiver disposition documentation to the Kit, and records the waiver submission date and the approval date, when available. If unresolved issues (e.g., missing billet information, dual citizenship renunciation, or passport disposition, etc.) or discrepancies exist, the N314 DC PM contacts the N315 Processor and/or the NRD Processor to work the issues and records any necessary notes. Once all issues have been resolved, the N314 DC PM recommends the creation of a Select or Non-Select letter based upon all of the information in the Applicant Kit.

Next Action: The N314 DC PM has recorded a select/non-select letter recommendation. The Kit is forwarded to the N315 Processor for Non-Select and for Select).

Step 9: The N315 Processor receives the Kit, generates a preliminary Select or Non-Select letter, as applicable, and attaches the letter to the Kit.

Next Action: The Kit is forwarded to the N314 Division Director for Select and for Non-Select).

Step 10: The N314 Division Director receives the Kit with the associated letter, validates the letter via signature application or signature authorization, and records the Command's Final Selection decision and other Final Selection information in the Kit. For Selects, notification of Final Selection is sent to the N314 DC PM and, if appropriate, CCPD and NMMPTTE.

Next Action: The Kit is forwarded to the N315 Processor for Select and for Non-Select).

Step 11: The N315 Processor receives the Kit with the signed letter. For Non-Selects, the N315 Processor enters Final Action information indicating non-selection. For Selects, the N315 Processor delivers a copy of the COMDOCs package to PERS 8 for COMDOCs generation and records the date

the COMDOCs package was delivered in the Kit. PERS 8 generates the COMDOCs and sends them to the NRD Processor.

Next Action: The Kit is forwarded to the NRD Processor for Select and for Non-Select).

Step 12: The NRD Processor receives the Kit and the COMDOCs and attaches the COMDOCs to the Kit. For Non-Selects, the NRD Processor can evaluate and resubmit the Kit for reconsideration. For Selects, the NRD administers the Oath once orders are received. Once the Oath has been administered and COMDOCs have been signed by the Applicant and all other necessary parties, the NRD Processor attaches the COMDOCs and any additional gaining documents, as needed, to the Kit. Notification of the administration of the Oath is sent to NMMPTe, if necessary, and a copy of the Oath documentation is sent back to PERS 8.

Next Action:

- a) For Selects, the Kit is forwarded to the N315 Processor (step 12)).
- b) For Non-Selects, the process ends and the Kit are archived as Non-Select if not resubmitted for reconsideration. If the Kit is to be resubmitted for reconsideration, the NRD Processor archives the Kit as C – Requested Reconsideration, and a new Kit is generated.

Step 13: The N315 Processor receives the Kit. The N315 Processor verifies the signed COMDOCs and enters Commissioning information. The N315 Processor enters Final Action information and notifies the N314 DC PM of the Final Action. The N314 DC PM verifies Commissioning and updates the goal spreadsheet.

Next Action:

- a) If the Applicant is entering the Collegiate program, the Kit remains active for Collegiate tracking by the N315 Processor) until the N315 Processor performs an archiving action as follows:
 - T – Officer appointed
 - N – Discharged prior to reporting
 - Q – Did not report to OCS
- b) If the Final Action selected indicates that the Applicant is entering a program managed by NMMPTe, the Kit is forwarded to NMMPTe. When NMMPTe receives the Kit, NMMPTe verifies receipt and archives the record as T – Officer Appointed).
- c) For all other Final Actions, the Kit is archived upon completion as follows:

- T – Officer appointed
- D – Declined by Applicant)
- J – Not Enlisted / Appointed

3.3.2.11 Medical Corps Officer - the system shall configure the initial workflow process to match the given flow process below.

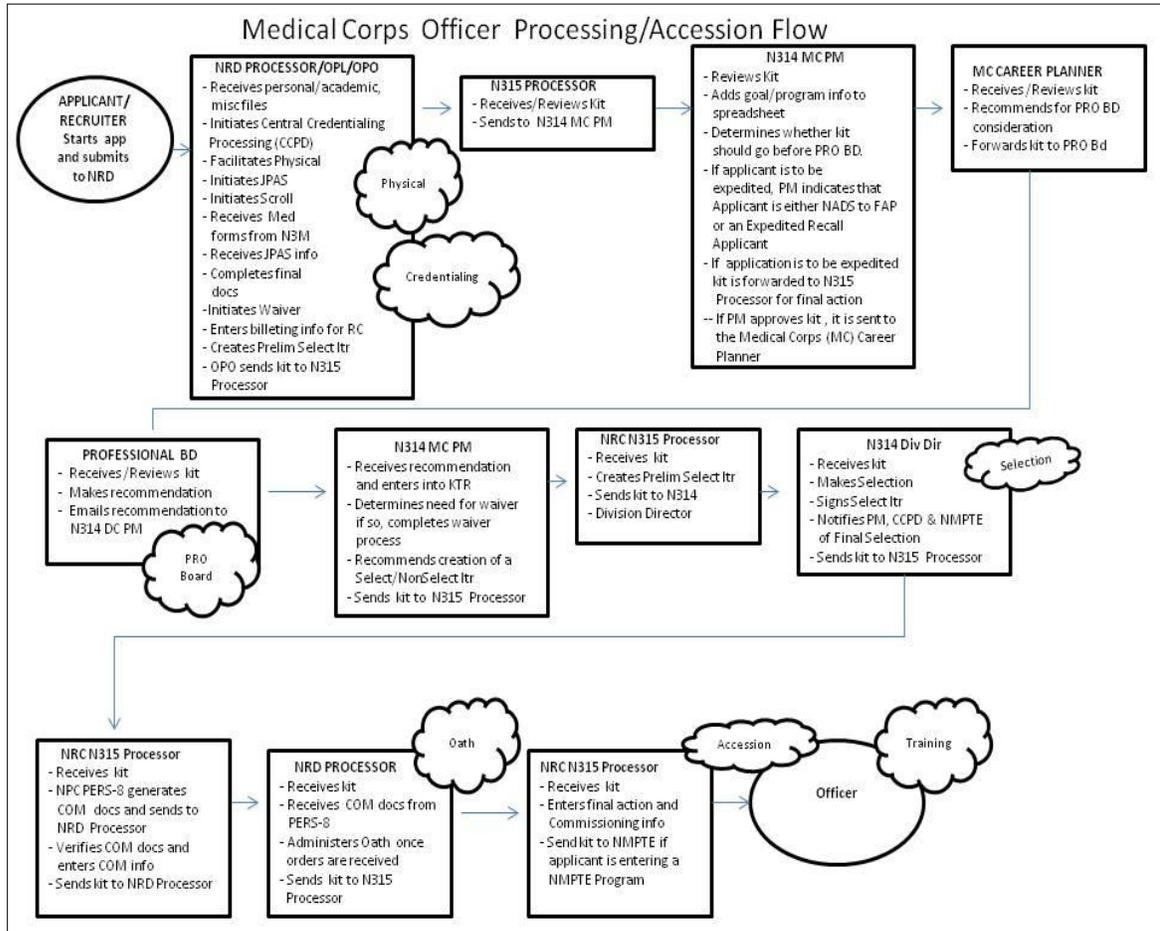


Figure 56 - Medical Corps Officer Processing

Step 1: The NRD Recruiter and/or Processor validate the required KITit fields and initiate the following processes as applicable:

- CCPD
- Scroll
- JPAS

- Medical physical exam
- Internal waivers
- Billeting
- Bonus
- Citizenship

Processes occurring independent of the main Kit flow are worked as follows:

- CCPD – The NRD sends the CCPD application to the Applicant. Once complete, the NRD Processor reviews the application and, if deemed complete, attaches the application to the Kit. Next Action: If complete, Kit with CCPD application is sent to CCPD.

Once CCPD receives the application, the reviewing CCPD Processor records his/her identity in the Kit, records notes if necessary, and reviews the application for completeness.

- If incomplete, CCPD documents existing discrepancies and requests that the NRD work with the Applicant to compile further documentation or information.
- If complete, the application is reviewed for credentialing. Credentialing results are attached to the Kit.

Next Action: Once credentialing results are attached, CCPD submits the Kit back into the main Kit flow and notification of existing CCPD determination is sent to both the N314 MC PM and the NRD Processor.

- Scroll – The NRD sends Scroll forms to the Applicant to fill out. CV and Scroll forms are delivered via external means to the NRD Processor, the NRD OPO, and the N3 Scroll Manager, respectively. The N3 Scroll Manager compiles the Scroll list and forwards to the N314 MC PM for corrections, if any. The N314 MC PM returns corrected list to the N3 Scroll manager who updates the electronic copy of the Scroll documentation for submission. Scroll fields are completed when information is available.
- JPAS – The NRD Processor enters the Applicant into NASIS and submits the investigation request to JPAS. JPAS fields are completed when information is available. A JPAS summary is attached when available.
- Medical exam – The NRD Processor facilitates the Applicant's physical and sends the results to N3M. N3M reviews the results, requests additional documentation if necessary, and generates the appropriate determination letter. The letter is sent to the NRD Processor. NRD Processor attaches the letter to the Kit and updates the N3M determination field with the appropriate determination in the Kit. The N315 Processor and N314 MC PM are notified when the N3M letter is available.
- Internal waivers – The NRD initiates the waiver process with the Waiver Shop. The date the waiver is requested and the date the waiver is approved are recorded in the Kit when available. Any waiver approval documentation is also attached.

- Billeting – For Reserve Applicants, the NRD Processor attaches / enters billet information / package.
- Bonus / Incentive – The NRD Processor attaches / enters bonus information (e.g., indication of an active bonus request or loaner repayment request).
- Citizenship – For non-citizen Applicants, the NRD Processor facilitates the citizenship process and attaches and necessary documentation.

Main Kit Flow – The NRD Processor receives the kit from the Applicant and checks the document against the appropriate checklist. If not complete, the NRD Processor contacts the Applicant to rework application.

Next Action:

- a) Once all issues have been addressed, the Kit is forwarded to the NRD OPL.
- b) The NRD Processor can archive the Kit as an O – Field Reject if any issues that cannot be resolved remain (Note: can occur both before Validation and before OPO review is requested).
- c) If the Applicant opts to withdraw the application from consideration, the NRD Processor can archive the Kit as A – Withdrawn by Applicant (Note: can occur both before Validation and before OPO review is requested).

Step 2: The NRD OPL reviews all Kit documentation. If any issues or discrepancies exist, the NRD OPL contacts the NRD Processor to work the issues.

Next Action: The Kit is forwarded to the NRD OPO.

Step 3: The NRD OPO receives the Kit and reviews for signature. If discrepancies or issues exist, the NRD OPO contacts the NRD Processor to work the issues.

Next Action:

- a) The OPO has signed the Kit. The Kit is forwarded to the N315 Leader Group.
- b) The NRD can archive the Kit as an O – Field Reject if any issues that cannot be resolved remain).
- c) If the Applicant opts to withdraw the application from consideration, the NRD can archive the Kit as A – Withdrawn by Applicant).

Step 4: The N315 Leader Group receives the Kit. An N315 Lead Processor assigns the Kit to a specific N315 Processor.

Next Action: An N315 Lead Processor has assigned the Kit to a specific N315 Processor. The Kit is forwarded to the assigned N315 Processor).

Step 5: The assigned N315 Processor receives and reviews Kit and records any notes or discrepancies. If discrepancies or issues exist, the N315 Processor contacts the NRD Processor to work the issues.

Next Action: The N315 Processor recommends the Kit for N314 MC PM. The Kit is forwarded to N314 MC PM.

Step 6: The N314 MC PM receives and reviews the Kit and records any notes or discrepancies. If discrepancies exist, the N314 MC PM contacts the N315 Processor and/or the NRD Processor to work these issues. Once all issues are resolved and the review is satisfactory, the N314 MC PM adds goal/program information to an external spreadsheet and indicates that the Kit is approved for consideration by the Pro-Board(s). In the event the Applicant is not approved for consideration and all attempts to remediate the record have failed, the N314 MC PM will recommend that the Kit be withdrawn. In the event the Applicant is to be expedited, the N314 MC PM indicates that the Applicant is either a NADDS to FAP Applicant or an Expedited Recall Applicant.

Next Action:

- a) If the N314 MC PM approves the Kit for consideration, the Kit is forwarded to the Medical Corps (MC) Career Planner.
- b) If the N314 MC PM recommends withdrawal of the Kit, the Kit is archived as R – Withdrawn by HQ).
- c) If the N314 MC PM indicates that the Applicant is to be expedited, the Kit is forwarded to the N315 Processor for Final Action (step 12)).

Step 7: The MC Career Planner receives and reviews the Kit.

Next Action:

- a) If review is satisfactory, the Kit is forwarded to the appropriate Pro-Board(s).
- b) If the N314 MC PM determines that the Kit should be withdrawn prior being delivered to the Pro-Board, the Kit is archived as R – Withdrawn by HQ).

- c) If not, the Kit is returned to the N314 MC PM to repeat step 4.

Step 8: The Pro-Board receives the Kit and reviews for completeness. If complete, the Pro-Board makes a program recommendation and produces Board results documentation. The results documentation is E-Mailed to the Deputy Surgeon General. The Deputy Surgeon General receives the results documentation, prints a signature cover letter, signs the cover letter, scans the cover letter, and E-Mails the cover letter to the MC Career planner. The MC Career Planner records the Board results for the Bureau of Medicine and Surgery (BUMED) and forwards the cover letter via E-Mail to the N314 MC PM.

Next Action:

- a) If the N314 MC PM determines that the Kit should be withdrawn prior to receiving the Pro-Board results, the Kit is archived as R – Withdrawn by HQ).
- b) If Kit contains issues, the Kit is returned to N314 MC PM to repeat step 4.
- c) If the Pro-Board makes a recommendation, the Board results are sent to the N314 MC PM via E-Mail.

Step 9: The N314 MC PM receives the Pro-Board results documentation and the signed cover letter, reviews the Board's recommendation, attaches the board results and cover letter to the Kit, updates goal/program spreadsheet, attaches an MOU, and records the Pro-Board's recommendation in the Kit). The N314 MC PM makes a determination as to whether an external waiver (e.g., age, rank, etc.) is needed. If needed, the N314 MC PM completes the waiver process, attaches the waiver disposition documentation to the Kit, records the waiver submission date and the approval date when available. If unresolved issues (e.g., missing billet information, dual citizenship renunciation, or passport disposition, etc.) or discrepancies exist, the N314 MC PM contacts the N315 Processor and/or the NRD Processor to work the issues. Once all issues have been resolved, the N314 MC PM recommends the creation of a Select or Non-Select letter selection or non-selection based upon all of the information in the Applicant Kit.

Next Action: The Kit is forwarded to the N315 Processor for Non-Select and For Select.

Step 10: The N315 Processor receives the Kit, generates a preliminary Select or Non-Select letter, as applicable, and attaches the letter to the Kit.

Next Action: The Kit is forwarded to the N314 Division Director for Select and for Non-Select).

Step 11: The N314 Division Director receives the Kit with the associated letter, validates the letter via signature application or signature authorization, and records the Command's Final Selection

decision and other Final Selection information in the Kit. For Selects, notification of Final Selection is sent to the N314 MC PM and, if appropriate, CCPD and NMMPTE.

Next Action: The Kit is forwarded to the N315 Processor for Select and for Non-Select.

Step 12: The N315 Processor receives the Kit with the signed letter. For Non-Selects, the N315 Processor enters Final Action information indicating non-selection. For Selects, the N315 Processor delivers a copy of the COMDOCs package to PERS 8 for COMDOCs generation and records the date the COMDOCs package was delivered in the Kit. PERS 8 generates the COMDOCs and sends them to the NRD Processor.

Next Action: The Kit is forwarded to the NRD Processor for Select and for Non-Select.

Step 13: The NRD Processor receives the Kit and the COMDOCs and attaches the COMDOCs to the Kit. For Non-Selects, the NRD Processor can evaluate and resubmit the Kit for reconsideration. For Selects, the NRD administers the Oath once orders are received. Once the Oath has been administered and COMDOCs have been signed by the Applicant and all other necessary parties, the NRD Processor attaches the COMDOCs and any additional gaining documents, as needed, to the Kit. Notification of the administration of the Oath is sent to NMMPTE, if necessary, and a copy of the Oath documentation is sent back to PERS 8.

Next Action:

- a) For Selects, the Kit is forwarded to the N315 Processor for Final Action.
- b) For Non-Selects, the process ends and the Kit is archived as a Non-Select) if not resubmitted for reconsideration. If the Kit is to be resubmitted for reconsideration, the NRD Processor archives the Kit as C – Requested Reconsideration, and a new Kit is generated.

Step 14: The N315 Processor receives the Kit. The N315 Processor verifies the signed COMDOCs and enters Commissioning information. The N315 Processor enters Final Action information and notifies the N314 MC PM of the Final Action. The N314 MC PM verifies Commissioning and updates the goal spreadsheet.

Next Action:

- a) If the Applicant is entering the Collegiate program, the Kit remains active for Collegiate tracking by the N315 Processor until the N315 Processor performs an archiving action as follows:
 - T – Officer appointed

- N – Discharged prior to reporting
- Q – Did not report to OCS

b) If the Final Action selected indicates that the Applicant is entering a program managed by NMMPTe, the Kit is forwarded to NMMPTe. When NMMPTe receives the Kit, NMMPTe verifies receipt and archives the record as T – Officer Appointed.

c) For all other Final Actions, the Kit is archived upon completion as follows:

- T – Officer appointed
- D – Declined by Applicant
- J – Not Enlisted / Appointed

3.3.2.12 Medical Service Corps Officer - the system shall configure the initial workflow process to match the given flow process below.

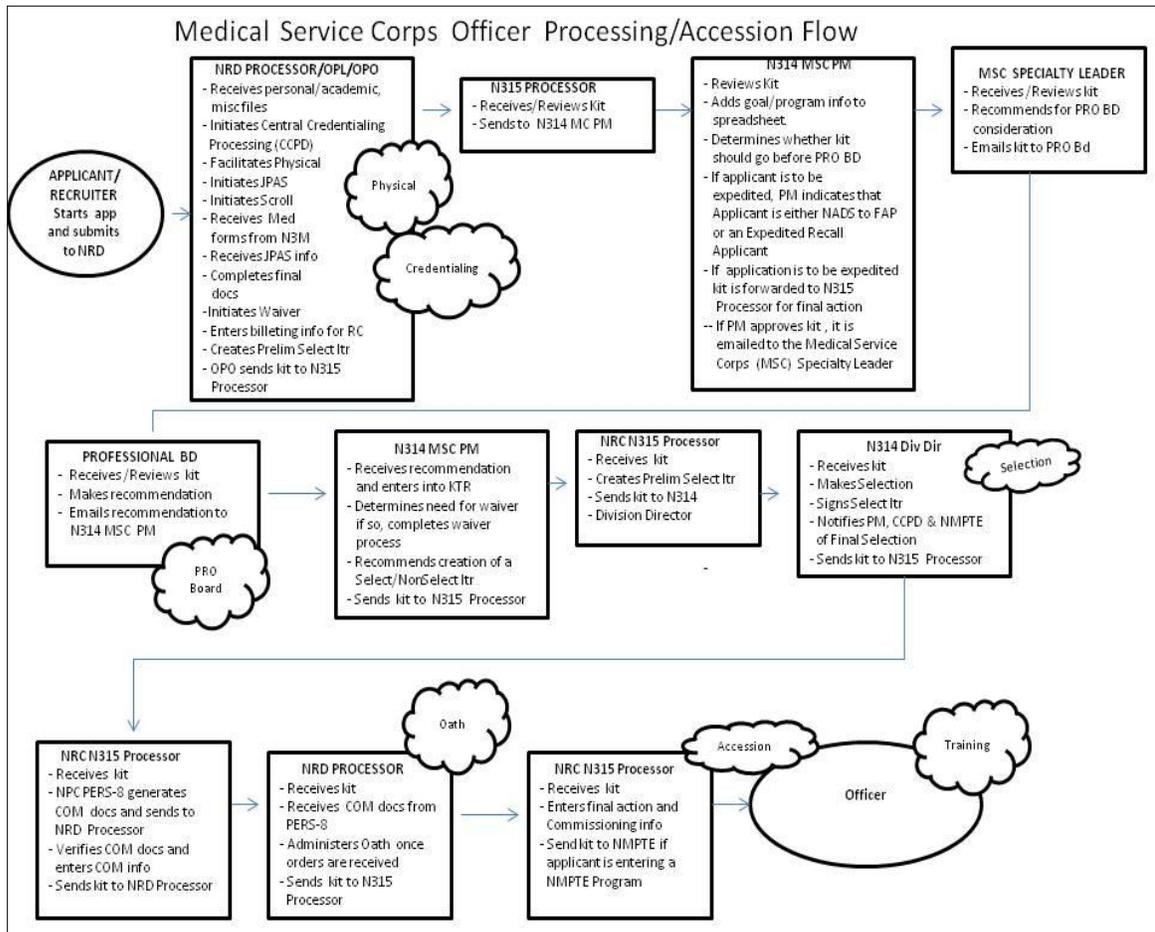


Figure 57 - Medical Services Corps Officer Processing

Step 1: The NRD Recruiter and/or Processor validate the required Kit fields and initiate the following processes as applicable:

- Kit
- CCPD
- Scroll
- eQIP
- Medical physical exam
- Internal waivers
- Billeting
- Bonus
- Citizenship

Processes occurring independent of the main Kit flow are worked as follows:

- CCPD – The NRD sends the CCPD application to the Applicant. Once complete, the NRD Processor reviews the application and, if deemed complete, attaches the application to the Kit. Next Action: If complete, Kit with CCPD application is sent to CCPD.

Once CCPD receives the application, the reviewing CCPD Processor records his/her identity in the Kit, records notes if necessary, and reviews the application for completeness.

- If incomplete, CCPD documents existing discrepancies and requests that the NRD work with the Applicant to compile further documentation or information.
- If complete, the application is reviewed for credentialing. Credentialing results are attached to the Kit.

Next Action: Once credentialing results are attached, CCPD submits the Kit back into the main Kit flow and notification of existing CCPD determination is sent to both the N314 MSC PM and the NRD Processor.

- Scroll – The NRD sends Scroll forms to the Applicant to fill out. CV and Scroll forms are delivered via external means to the NRD Processor, the NRD OPO, and the N3 Scroll Manager, respectively. The N3 Scroll Manager compiles the Scroll list and forwards to the N314 MSC PM for corrections, if any. The N314 MSC PM returns corrected list to the N3 Scroll manager who updates the electronic copy of the Scroll documentation for submission. Scroll fields are completed when information is available.
- JPAS – The NRD Processor enters the Applicant into NASIS and submits the investigation request to JPAS. JPAS fields are completed when information is available. A JPAS summary is attached when available.
- Medical exam – The NRD Processor facilitates the Applicant’s physical and sends the results to N3M. N3M reviews the results, requests additional documentation if necessary, and generates the appropriate determination letter. The letter is sent to the NRD Processor.

NRD Processor attaches the letter to the Kit and updates the N3M determination field with the appropriate determination in the Kit. The N315 Processor and N314 MSC PM are notified when the N3M letter is available.

- Internal waivers – The NRD initiates the waiver process with the Waiver Shop. The date the waiver is requested and the date the waiver is approved are recorded in the Kit when available. Any waiver approval documentation is also attached.
- Billeting – For Reserve Applicants, the NRD Processor attaches / enters billet information / package.
- Bonus / Incentive – The NRD Processor attaches / enters bonus information (e.g., indication of an active bonus request or loaner repayment request).
- Citizenship – For non-citizen Applicants, the NRD Processor facilitates the citizenship process and attaches any necessary documentation.

Main Kit Flow – The NRD Processor receives the Kit from the Applicant and checks the document against the appropriate checklist. If not complete, the NRD Processor contacts the Applicant to rework application. The NRD Processor gets all appropriate signatures of the Kit.

Next Action:

- a) Once all issues have been addressed, the Kit is forwarded to the NRD OPL.
- b) The NRD Processor can archive the Kit as an O – Field Reject if any issues that cannot be resolved remain (Note: can occur both before Validation and before OPO review is requested).
- c) If the Applicant opts to withdraw the application from consideration, the NRD Processor can archive the Kit as A – Withdrawn by Applicant (Note: can occur both before Validation and before OPO review is requested).

Step 2: The NRD OPL reviews all Kit documentation. If any issues or discrepancies exist, the NRD OPL contacts the NRD Processor to work the issues.

Next Action: The Kit is forwarded to the NRD OPO.

Step 3: The NRD OPO receives the Kit and reviews for signature. If discrepancies or issues exist, the NRD OPO contacts the NRD Processor to work the issues. Once all issues are resolved and the Kit is approved, the NRD OPO signs the Kit.

Next Action:

- a) The OPO has signed the Kit. The Kit is forwarded to the N315 Leader Group.

- b) The NRD can archive the Kit as an O – Field Reject if any issues that cannot be resolved remain.
- c) If the Applicant opts to withdraw the application from consideration, the NRD can archive the Kit as A – Withdrawn by Applicant.

Step 4: The N315 Leader Group receives the Kit. An N315 Lead Processor assigns the Kit to a specific N315 Processor.

Next Action: An N315 Lead Processor has assigned the Kit to a specific N315 Processor. The Kit is forwarded to the assigned N315 Processor.

Step 5: The assigned N315 Processor receives and reviews the Kit and records any notes or discrepancies. If discrepancies or issues exist, the N315 Processor contacts the NRD Processor to work the issues.

Next Action: The N315 Processor recommends the Kit for N314 MSC PM. The Kit is forwarded to N314 MSC PM.

Step 6: The N314 MSC PM receives and reviews the Kit and records any notes or discrepancies. If discrepancies exist, the N314 MSC PM contacts the N315 Processor and/or the NRD Processor to work these issues. Once all issues are resolved and the review is satisfactory, the N314 MSC PM adds goal/program information to an external spreadsheet and indicates that the Kit is approved for consideration by the Pro-Board(s). In the event the Applicant is not approved for consideration and all attempts to remediate the record have failed, the N314 MSC PM will recommend that the Kit be withdrawn. In the event the Applicant is to be expedited, the N314 MSC PM indicates that the Applicant is either a NADDS to FAP Applicant or an Expedited Recall Applicant.

Next Action:

- a) If the N314 MSC PM approves the Kit for consideration, the Kit is E-Mailed to the MSC Specialty Leader.
- b) If the N314 MSC PM recommends withdrawal of the Kit, the Kit is archived as R – Withdrawn by HQ.
- c) If the N314 MSC PM indicates that the Applicant is to be expedited, the Kit is forwarded to the N315 Processor for Final Action (step 12).

Step 7: The MSC Specialty Leader receives and reviews the Kit. If the MSC Specialty Leader approves the Kit for Pro-Board consideration, the Kit is E-Mailed to the Pro-Board. If the N314 MSC PM determines that the Kit should be withdrawn prior being delivered to the Pro-Board, the Kit is

archived as R – Withdrawn by HQ. The Pro-Board receives the Kit and reviews for completeness. If complete, the Pro-Board makes a program recommendation and produces Board results documentation.

Next Action:

- a) If Kit contains issues, the Kit is returned to N314 MSC PM to repeat step 4.
- b) If the N314 MSC PM determines that the Kit should be withdrawn prior to receiving the Pro-Board results, the Kit is archived as R – Withdrawn by HQ.
- c) If the Pro-Board makes a recommendation, the Board results are sent to the N314 MSC PM via E-Mail.

Step 8: The N314 MSC PM receives the Pro-Board results documentation, reviews the Board's recommendation, attaches the board results to the Kit, updates the goal/program spreadsheet, records the Pro-Board's recommendation in the Kit, and attaches a MOU, if applicable. The N314 MSC PM makes a determination as to whether an external waiver (e.g., age, rank, etc.) is needed. If needed, the N314 MSC PM completes the waiver process, attaches the waiver disposition documentation to the Kit, and records the waiver submission date and the approval date, when available. If unresolved issues (e.g., missing billet information, dual citizenship renunciation, or passport disposition, etc.) or discrepancies exist, the N314 MSC PM contacts the N315 Processor and/or the NRD Processor to work the issues and records any necessary notes. Once all issues have been resolved, the N314 MSC PM recommends the creation of a Select or Non-Select letter based upon all of the information in the Applicant Kit.

Next Action: The N314 MSC PM has recorded a select/non-select letter recommendation. The Kit is forwarded to the N315 Processor for Non-Select and for Select.

3.3.2.13 Nurse Corps Officer – the system shall configure the initial workflow process to match the given flow process below.

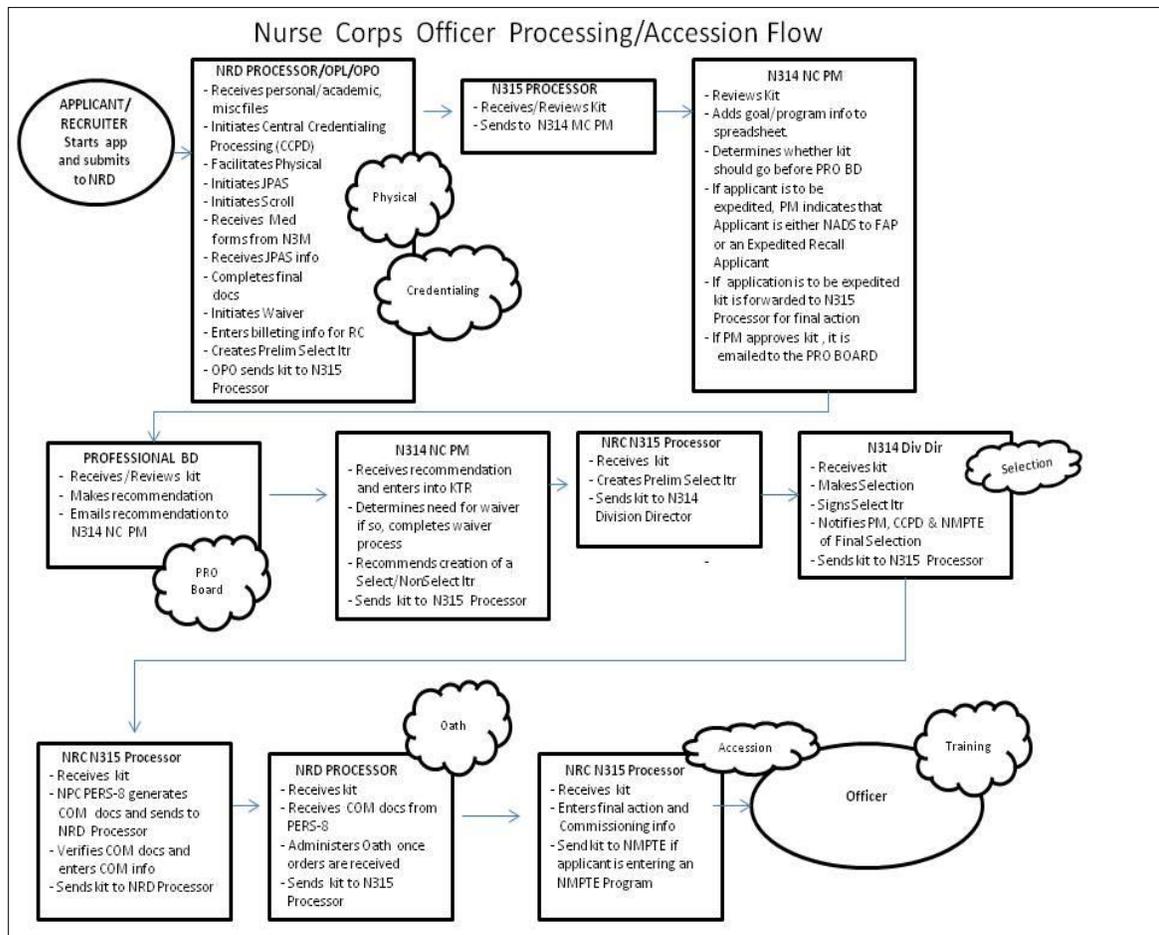


Figure 58 - Nurse Corps Officer Processing

Step 1: The NRD Recruiter and/or Processor validate the required fields and initiate the following processes as applicable:

- Kit
- CCPD
- Scroll
- eQIP
- Medical physical exam
- Internal waivers
- Billeting
- Bonus
- Citizenship

Processes occurring independent of the main Kit flow are worked as follows:

- CCPD – The NRD sends the CCPD application to the Applicant. Once complete, the NRD Processor reviews the application and, if deemed complete, attaches the application to the Kit. Next Action: If complete, Kit with CCPD application is sent to CCPD.

Once CCPD receives the application, the reviewing CCPD Processor records his/her identity in the Kit, records notes if necessary, and reviews the application for completeness.

- If incomplete, CCPD documents existing discrepancies and requests that the NRD work with the Applicant to compile further documentation or information.
- If complete, the application is reviewed for credentialing. Credentialing results are attached to the Kit.

Next Action: Once credentialing results are attached, CCPD submits the Kit back into the main Kit flow and notification of existing CCPD determination is sent to both the N314 NC PM and the NRD Processor.

- Scroll – The NRD sends Scroll forms to the Applicant to fill out. CV and Scroll forms are delivered via external means to the NRD Processor, the NRD OPO, and the N3 Scroll Manager, respectively. The N3 Scroll Manager compiles the Scroll list and forwards to the N314 NC PM for corrections, if any. The N314 NC PM returns corrected list to the N3 Scroll manager who updates the electronic copy of the Scroll documentation for submission. Scroll fields are completed when information is available.
- JPAS – The NRD Processor enters the Applicant into NASIS and submits the investigation request to JPAS. JPAS fields are completed when information is available. A JPAS summary is attached when available.
- Medical exam – The NRD Processor facilitates the Applicant's physical and sends the results to N3M. N3M reviews the results, requests additional documentation if necessary, and generates the appropriate determination letter. The letter is sent to the NRD Processor. NRD Processor attaches the letter to the Kit and updates the N3M determination field with the appropriate determination in the Kit. The N315 Processor and N314 NC PM are notified when the N3M letter is available.
- Internal waivers – The NRD initiates the waiver process with the Waiver Shop. The date the waiver is requested and the date the waiver is approved are recorded in the Kit when available. Any waiver approval documentation is also attached.
- Billeting – For Reserve Applicants, the NRD Processor attaches / enters billet information / package.
- Bonus / Incentive – The NRD Processor attaches / enters bonus information (e.g., indication of an active bonus request or loaner repayment request).

- Citizenship – For non-citizen Applicants, the NRD Processor facilitates the citizenship process and attaches any necessary documentation.

Main Kit Flow – The NRD Processor receives the Kit from the Applicant and checks the document against the appropriate checklist. If not complete, the NRD Processor contacts the Applicant to rework application. The NRD Processor gets all appropriate signatures of the Kit.

Next Action:

- a) Once all issues have been addressed, the Kit is forwarded to the NRD OPL.
- b) The NRD Processor can archive the Kit as an O – Field Reject if any issues that cannot be resolved remain (Note: can occur both before Validation and before OPO review is requested).
- c) If the Applicant opts to withdraw the application from consideration, the NRD Processor can archive the Kit as A – Withdrawn by Applicant (Note: can occur both before Validation and before OPO review is requested).

Step 2: The NRD OPL reviews all Kit documentation. If any issues or discrepancies exist, the NRD OPL contacts the NRD Processor to work the issues.

Next Action: The Kit is forwarded to the NRD OPO.

Step 3: The NRD OPO receives the Kit and reviews for signature. If discrepancies or issues exist, the NRD OPO contacts the NRD Processor to work the issues. Once all issues are resolved and the Kit is approved, the NRD OPO signs the Kit.

Next Action:

- a) The OPO has signed the Kit. The Kit is forwarded to the N315 Leader Group.
- b) The NRD can archive the Kit as an O – Field Reject if any issues that cannot be resolved remain.
- c) If the Applicant opts to withdraw the application from consideration, the NRD can archive the Kit as A – Withdrawn by Applicant.

Step 4: The N315 Leader Group receives the Kit. An N315 Lead Processor assigns the Kit to a specific N315 Processor.

Next Action: An N315 Lead Processor has assigned the Kit to a specific N315 Processor. The Kit is forwarded to the assigned N315 Processor.

Step 5: The assigned N315 Processor receives and reviews the Kit and records any notes or discrepancies. If discrepancies or issues exist, the N315 Processor contacts the NRD Processor to work the issues.

Next Action: The N315 Processor recommends the Kit for N314 NC PM. The Kit is forwarded to N314 NC PM.

Step 6: The N314 NC PM receives and reviews the Kit and records any notes or discrepancies. If discrepancies exist, the N314 NC PM contacts the N315 Processor and/or the NRD Processor to work these issues. Once all issues are resolved and the review is satisfactory, the N314 NC PM adds goal/program information to an external spreadsheet and indicates that the Kit is approved for consideration by the Pro-Board(s). In the event the Applicant is not approved for consideration and all attempts to remediate the record have failed, the N314 NC PM will recommend that the Kit be withdrawn.

Next Action:

- a) If the N314 NC PM approves the Kit for consideration, the Kit is E-Mailed to the Pro-Board.
- b) If the N314 NC PM recommends withdrawal of the Kit, the Kit is archived as R – Withdrawn by HQ.
- c) If the N314 NC PM indicates that the Applicant is to be expedited, the Kit is forwarded to the N315 Processor for Final Action (step 12).

Step 7: The Pro-Board receives the Kit and reviews for completeness. If complete, the Pro-Board makes a program recommendation and produces Board results documentation.

Next Action:

- a) If Kit contains issues, it is returned to N314 NC PM to repeat step 4.
- b) If the N314 NC PM determines that the Kit should be withdrawn prior to receiving the Pro-Board results, the Kit is archived as R – Withdrawn by HQ.
- c) If the Pro-Board makes a recommendation, the Board results are sent to the N314 NC PM via E-Mail.

Step 8: The N314 NC PM receives the Pro-Board results documentation, reviews the Board's recommendation, attaches the board results to the Kit, updates the goal/program spreadsheet, records the Pro-Board's recommendation in the Kit and attaches a MOU, if applicable. The N314 NC PM makes a determination as to whether an external waiver (e.g., age, rank, etc.) is needed. If needed, the N314 NC PM completes the waiver process, attaches the waiver disposition documentation to the Kit, and records the waiver submission date and the approval date, when available. If unresolved issues (e.g., missing billet information, dual citizenship renunciation, or passport disposition, etc.) or discrepancies exist, the N314 NC PM contacts the N315 Processor and/or the NRD Processor to work the issues and records any necessary notes. Once all issues have been resolved, the N314 NC PM recommends the creation of a Select or Non-Select letter based upon all of the information in the Applicant Kit.

Next Action: The N314 NC PM has recorded a select/non-select letter recommendation. The Kit is forwarded to the N315 Processor for Non-Select and for Select).

Step 9: The N315 Processor receives the Kit, generates a preliminary Select or Non-Select letter, as applicable, and attaches the letter to the Kit.

Next Action: The Kit is forwarded to the N314 Division Director for Select and for Non-Select).

Step 10: The N314 Division Director receives the Kit with the associated letter, validates the letter via signature application or signature authorization, and records the Command's Final Selection decision and other Final Selection information in the Kit. For Selects, notification of Final Selection is sent to the N314 NC PM and, if appropriate, CCPD and NMMPTTE.

Next Action: The Kit is forwarded to the N315 Processor for Select and for Non-Select).

Step 11: The N315 Processor receives the Kit with the signed letter. For Non-Selects, the N315 Processor enters Final Action information indicating non-selection. For Selects, the N315 Processor delivers a copy of the COMDOCs package to PERS 8 for COMDOCs generation and records the date the COMDOCs package was delivered in the Kit. PERS 8 generates the COMDOCs and sends them to the NRD Processor.

Next Action: The Kit is forwarded to the NRD Processor (for Select and for Non-Select).

Step 12: The NRD Processor receives the Kit and the COMDOCs and attaches the COMDOCs to the Kit. For Non-Selects, the NRD Processor can evaluate and resubmit the Kit for reconsideration. For Selects, the NRD administers the Oath once orders are received. Once the Oath has been administered and COMDOCs have been signed by the Applicant and all other necessary parties, the NRD Processor attaches the COMDOCs and any additional gaining documents, as needed, to the KIT. Notification of the administration of the Oath is sent to NMMPTe, if necessary, and a copy of the Oath documentation is sent back to PERS 8.

Next Action:

- a) For Selects, the Kit is forwarded to the N315 Processor for Final Action (step 13).
- b) For Non-Selects, the process ends and the Kit is archived as Non-Select if not resubmitted for reconsideration. If the Kit is to be resubmitted for reconsideration, the NRD Processor archives the Kit as C – Requested Reconsideration, and a new Kit is generated.

Step 13: The N315 Processor receives the Kit. The N315 Processor verifies the signed COMDOCs and enters Commissioning information. The N315 Processor enters Final Action information and notifies the N314 NC PM of the Final Action. The N314 NC PM verifies Commissioning and updates the goal spreadsheet.

Next Action:

- a) If the Final Action selected indicates that the Applicant is entering a program managed by NMMPTe, the Kit is forwarded to NMMPTe (. When NMMPTe receives the Kit, NMMPTe verifies receipt and archives the record as T – Officer Appointed.
- b) For all other Final Actions, the Kit is archived upon completion as follows:
 - T – Officer appointed
 - D – Declined by Applicant
 - J – Not Enlisted / Appointed

3.3.2.14 Chaplain Corps Officer - *the system shall configure the initial workflow process to match the given flow process below.*

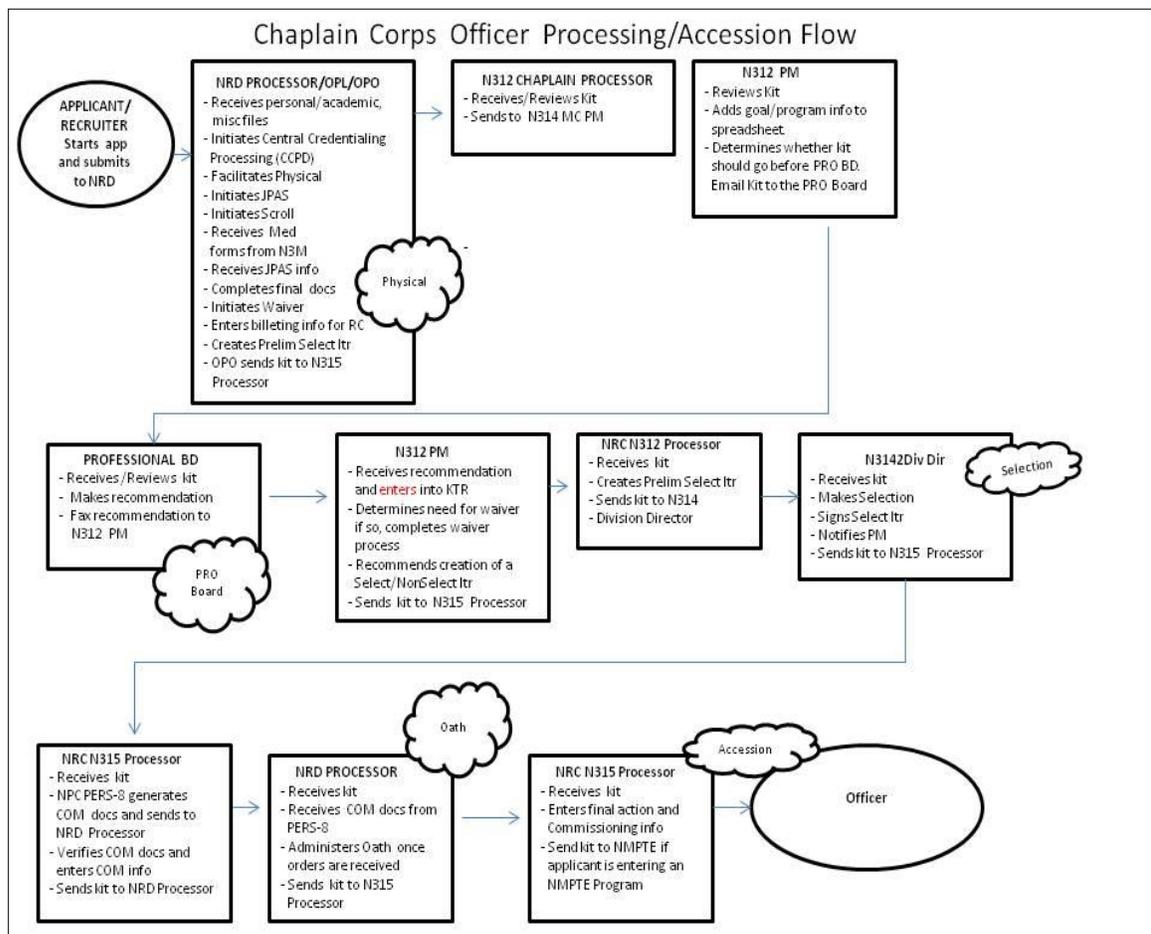


Figure 59 - Chaplain Corps Officer Processing

Step 1: The NRD Recruiter and/or Processor validate the required Kit fields) and initiates the following processes as applicable:

- Kit Ecclesiastical endorsements
- Scroll
- JPAS
- Medical physical exam
- Internal waivers
- Billeting
- Bonus
- Citizenship

Processes occurring independent of the main Kit flow are worked as follows:

- Ecclesiastical endorsements – The Applicant is provided contact information for a specific endorser by the Chaplain Program Officer or the N312 PM. The endorser provides endorsement documentation to the NRD to attach to the Applicant's Kit.
- Scroll – The NRD sends Scroll forms to the Applicant to fill out. Curriculum Vitae and Scroll forms are delivered via external means to the NRD Processor, the NRD OPO, and the N3 Scroll Manager, respectively. The N3 Scroll Manager compiles the Scroll list and forwards to the N312 PM for corrections, if any. The N312 Processor returns corrected list to the N3 Scroll manager who updates the electronic copy of the Scroll documentation for submission. Scroll fields are completed when information is available.
- JPAS – The NRD Processor enters the Applicant into NASIS and submits the investigation request to JPAS. JPAS fields are completed when information is available. A JPAS summary is attached when available.
- Medical exam – The NRD Processor facilitates the Applicant's physical and sends the results to N3M. N3M reviews the results, requests additional documentation if necessary, and generates the appropriate determination letter. The letter is sent to the NRD Processor. NRD Processor attaches the letter to the Kit and updates the N3M determination field with the appropriate determination in the Kit. The N315 Processor and N312 PM are notified when the N3M letter is available.
- Internal waivers – The NRD initiates the waiver process with the Waiver Shop. The date the waiver is requested and the date the waiver is approved are recorded in the Kit when available. Any waiver approval documentation is also attached.
- Billeting – For Reserve Applicants, the NRD Processor attaches / enters billet information / package.
- Bonus / Incentive – The NRD Processor attaches / enters bonus information (e.g., indication of an active bonus request or loaner repayment request).
- Citizenship – For non-citizen Applicants, the NRD Processor facilitates the citizenship process and attaches any necessary documentation.

Main Kit Flow – The NRD Processor receives the kit from the Applicant and checks the document against the appropriate checklist. If not complete, the NRD Processor contacts the Applicant to rework application. The NRD Processor gets all appropriate signatures of the Kit.

Next Action:

- a) Once all issues have been addressed, the Kit is forwarded to the NRD OPL.
- b) The NRD Processor can archive the Kit as an O – Field Reject if any issues that cannot be resolved remain (Note: can occur both before Validation and before OPO review is requested).
- c) If the Applicant opts to withdraw the application from consideration, the NRD Processor can archive the Kit as A – Withdrawn by Applicant (Note: can occur both before Validation and before OPO review is requested).

Step 2: The NRD OPL reviews all Kit documentation. If any issues or discrepancies exist, the NRD OPL contacts the NRD Processor to work the issues.

Next Action: The Kit is forwarded to the NRD OPO.

Step 3: The NRD OPO receives the Kit and reviews for signature. If discrepancies or issues exist, the NRD OPO contacts the NRD Processor to work the issues.

Next Action:

- a) The OPO has signed the kit. The Kit is forwarded to the N312 Chaplain Processor.
- b) The NRD can archive the Kit as an O – Field Reject if any issues that cannot be resolved remain.
- c) If the Applicant opts to withdraw the application from consideration, the NRD can archive the Kit as A – Withdrawn by Applicant.

Step 4: The N312 Chaplain Processor receives and reviews the Kit and records any notes or discrepancies. If discrepancies or issues exist, the N312 Chaplain Processor contacts the NRD Processor to work the issues.

Next Action: The N312 Chaplain Processor recommends the Kit for N312 PM. The Kit is forwarded to N312 PM.

Step 5: The N312 PM receives and reviews the Kit and records any notes or discrepancies. If discrepancies exist, the N312 PM contacts the N312 Chaplain Processor and/or the NRD Processor to work these issues. Once all issues are resolved and the review is satisfactory, the N312 PM adds goal/program information to an external spreadsheet and indicates that the Kit is approved for consideration by the Pro-Board(s). In the event the Applicant is not approved for consideration and

all attempts to remediate the record have failed, the N312 PM will recommend that the Kit be withdrawn.

Next Action:

- a) If the N312 PM approves the Kit for consideration, the Kit is E-Mailed to the Pro-Board.
- b) If the N312 PM recommends withdrawal of the Kit, the Kit is archived as R – Withdrawn by HQ.

Step 6: The Pro-Board receives the Kit and reviews for completeness. If complete, the Pro-Board makes a program recommendation and produces Board results documentation.

Next Action:

- a) If Kit contains issues, the Kit is returned to N312 PM to repeat step 4.
- b) If the N312 PM determines that the Kit should be withdrawn prior to receiving the Pro-Board results, the Kit is archived as R – Withdrawn by HQ.
- c) If the Pro-Board makes a recommendation, the Board results are faxed to the N312 PM.

Step 7: The N312 PM receives the Professional-Board results documentation, reviews the Board's recommendation, attaches the board results to the Kit, updates the goal/program spreadsheet, records the Pro-Board's recommendation in the Kit and attaches a Memorandum of Understanding (MOU), if applicable. The N312 PM makes a determination as to whether an external waiver (e.g., age, rank, etc.) is needed. If needed, the N312 PM completes the waiver process, attaches the waiver disposition documentation to the Kit, and records the waiver submission date and the approval date, when available. If unresolved issues (e.g., missing billet information, dual citizenship renunciation, or passport disposition, etc.) or discrepancies exist, the N312 PM contacts the N312 Processor and/or the NRD Processor to work the issues and records any necessary notes. Once all issues have been resolved, the N312 PM recommends the creation of a Select or Non-Select letter based upon all of the information in the Applicant Kit.

Next Action: The N312 PM has recorded a select/non-select letter recommendation. The Kit is forwarded to the N312 Chaplain Processor for Non-Select and for Select.

Step 8: The N312 Chaplain Processor receives the Kit, generates a preliminary Select or Non-Select letter, as applicable, and attaches the letter to the Kit.

Next Action: The Kit is forwarded to the N312 Division Director for Select and for Non-Select).

Step 9: The N312 Division Director receives the Kit with the associated letter, validates the letter via signature application or signature authorization, and records the Command's Final Selection decision in the Kit. For Selects, notification of Final Selection is sent to the N312 PM.

Next Action: The Kit is forwarded to the N312 Chaplain Processor for Select and for Non-Select.

Step 10: The N312 Chaplain Processor receives the Kit with the signed letter. For Non-Selects, the N312 Chaplain Processor enters Final Action information indicating non-selection. For Selects, the N312 Chaplain Processor delivers a copy of the COMDOCs package to PERS 8 for COMDOCs generation and records the date the COMDOCs package was delivered in the Kit. PERS 8 generates the COMDOCs and sends them to the NRD Processor.

Next Action: The Kit is forwarded to the NRD Processor for Select and for Non-Select.

Step 11: The NRD Processor receives the Kit and the COMDOCs and attaches the COMDOCs to the Kit. For Non-Selects, the NRD Processor can evaluate and resubmit the Kit for reconsideration. For Selects, the NRD administers the Oath once orders are received. Once the Oath has been administered and COMDOCs have been signed by the Applicant and all other necessary parties, the NRD Processor attaches the COMDOCs and any additional gaining documents, as needed, to the Kit. A copy of the Oath documentation is sent back to PERS 8.

Next Action:

- a) For Selects, the Kit is forwarded to the N312 Processor (step 13).
- b) For Non-Selects, the process ends and the Kit is archived as a Non-Select if not resubmitted for reconsideration. If the Kit is to be resubmitted for reconsideration, the NRD Processor archives the Kit as C – Requested Reconsideration and a new Kit is generated.

Step 12: The N312 Chaplain Processor receives the Kit. The N312 Chaplain Processor verifies the signed COMDOCs and enters Commissioning information. The N312 Chaplain Processor enters Final Action information and notifies the N312 PM of the Final Action. The N312 PM verifies Commissioning and updates the goal spreadsheet.

Next Action: The Kit is archived upon completion as follows:

- T – Officer appointed

- D – Declined by Applicant
- J – Not Enlisted / Appointed

3.3.2.15 *Engineering Duty Officer*

To be inserted prior to contractor award.

3.3.3 Officer DEP Requirements

To be inserted prior to contractor award.

3.3.4 Enlisted

3.3.4.1 Enlisted Business Process Flows and System Requirements

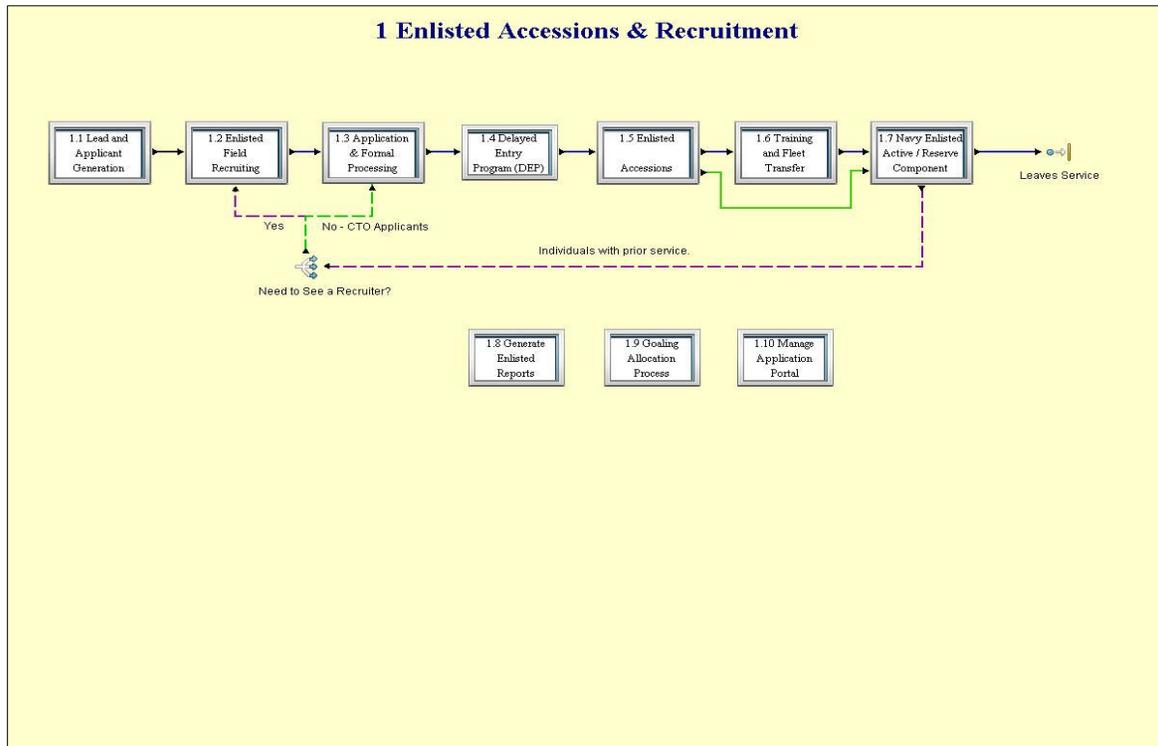


Figure 60 - Enlisted Active and Reserve PRIDE Mod II Business Processes

The PRIDE Mod II business process model maps the entire Accessions process for Enlisted active and reserve Sailors.

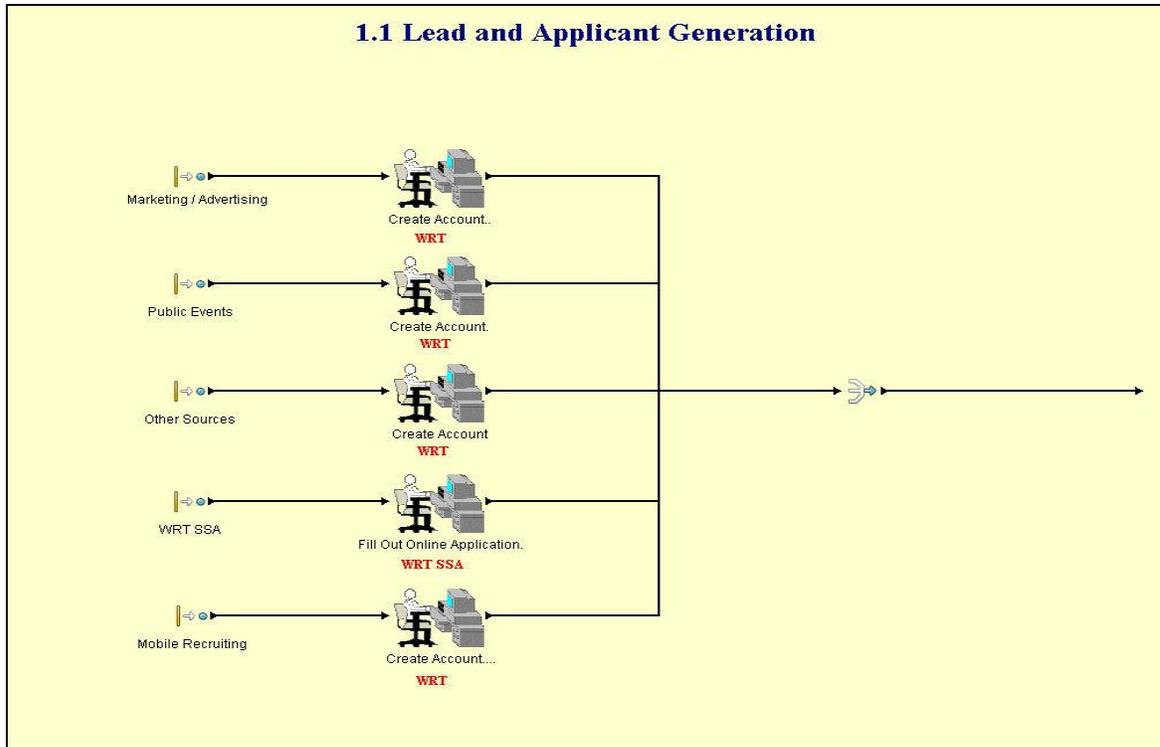


Figure 61 - Enlisted Lead and Applicant Generation

There are several different ways that people can begin the Navy accessions process. Recruiters can help people fill out applications at public recruiting events, at their schools, or at recruiting stations. The applications are started in Web R-Tools (WRT), and a WRT Self Service Application (SSA) is also being developed to allow people to start their own application without the help of a recruiter. This process flow shows many of the ways leads turn into an application from Navy recruiters.

3.3.4.1.1 WRT Self Service Application – Document Submission:

3.3.4.1.1.1 The system shall exchange the following data elements from WRT Self Service Application (SSA) or its surrogate WebRTools, in support of an enlisted applicant document submission as noted in Appendix (WRT SSA Data Elements).

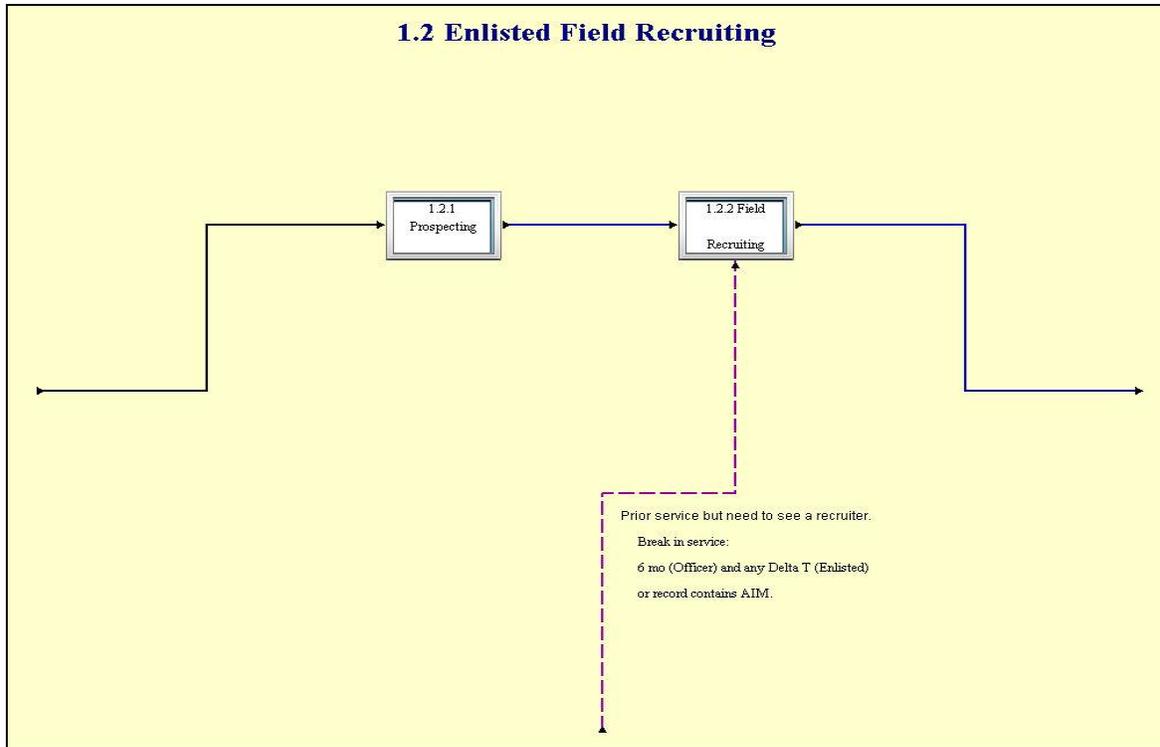


Figure 62 - Enlisted Field Recruiting Processes

Enlisted Field Recruiting consists of 2 processes: Prospecting and Field Recruiting. Once contacted by a recruiter a lead turns into a prospect, and if that prospect decides to apply for the Navy, they then become an applicant.

Some service members with prior experience still need to see a recruiter. This depends on the amount of time since the person was in the service or if the person's record contains any Adverse Information Material (AIM).

1.2.1 Prospecting

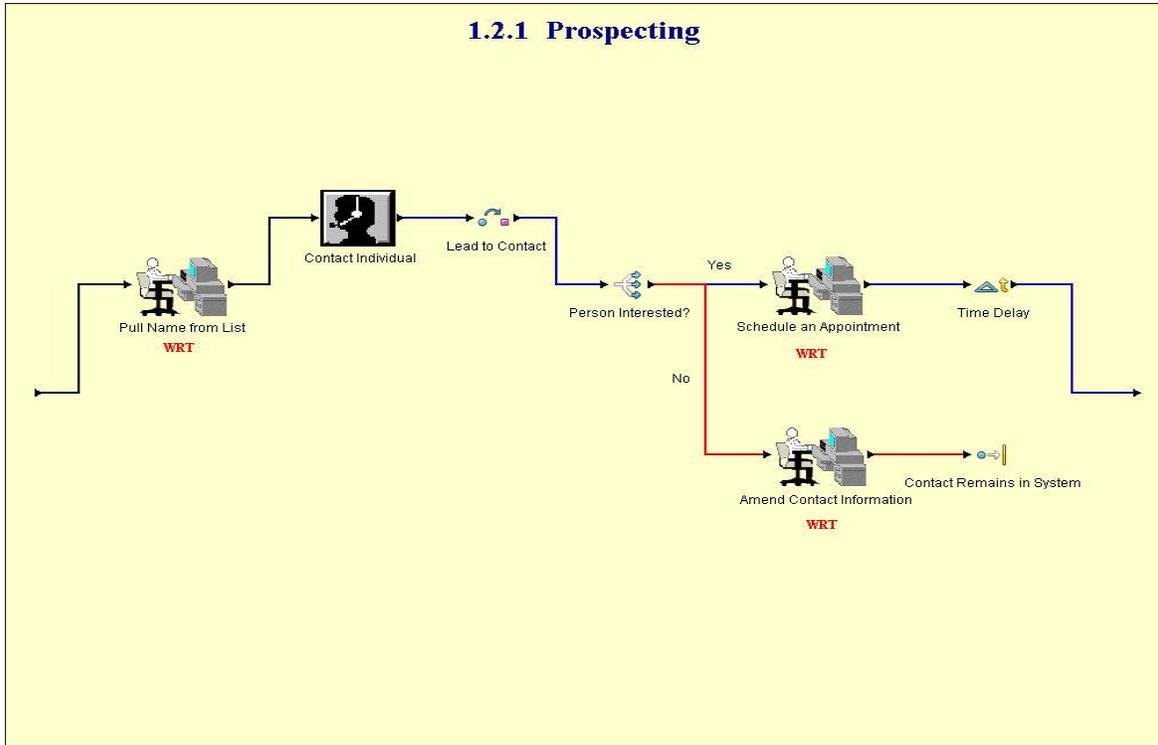


Figure 63 - Prospecting

A recruiter pulls a name from a list of leads and calls the lead to gauge his / her interest in the Navy. If the lead is still interested an appointment is scheduled to discuss opportunities in more detail. The lead is now a contact.

If the lead is not interested his / her name is removed from the list, and the information is maintained for up to two years.

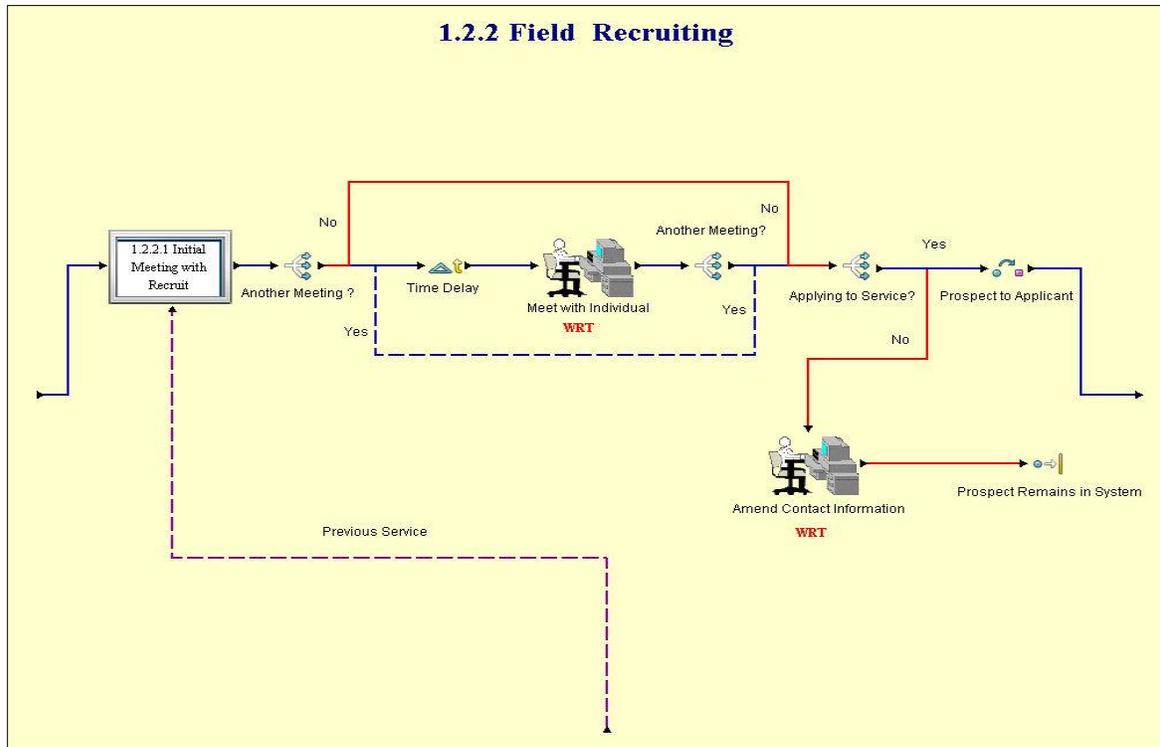


Figure 64 - Field Recruiting

During the field recruiting phase, the recruiter meets with the contact to collect biometrics data and other personal information. The contact becomes a prospect during these meetings, and if the person decides to apply for the Navy, the prospect becomes an applicant. Once the applicant's application is complete they are officially ready to apply to the service.

If the applicant does not apply the record is amended, but it is maintained for 6 years although he or she is no longer an active prospect.

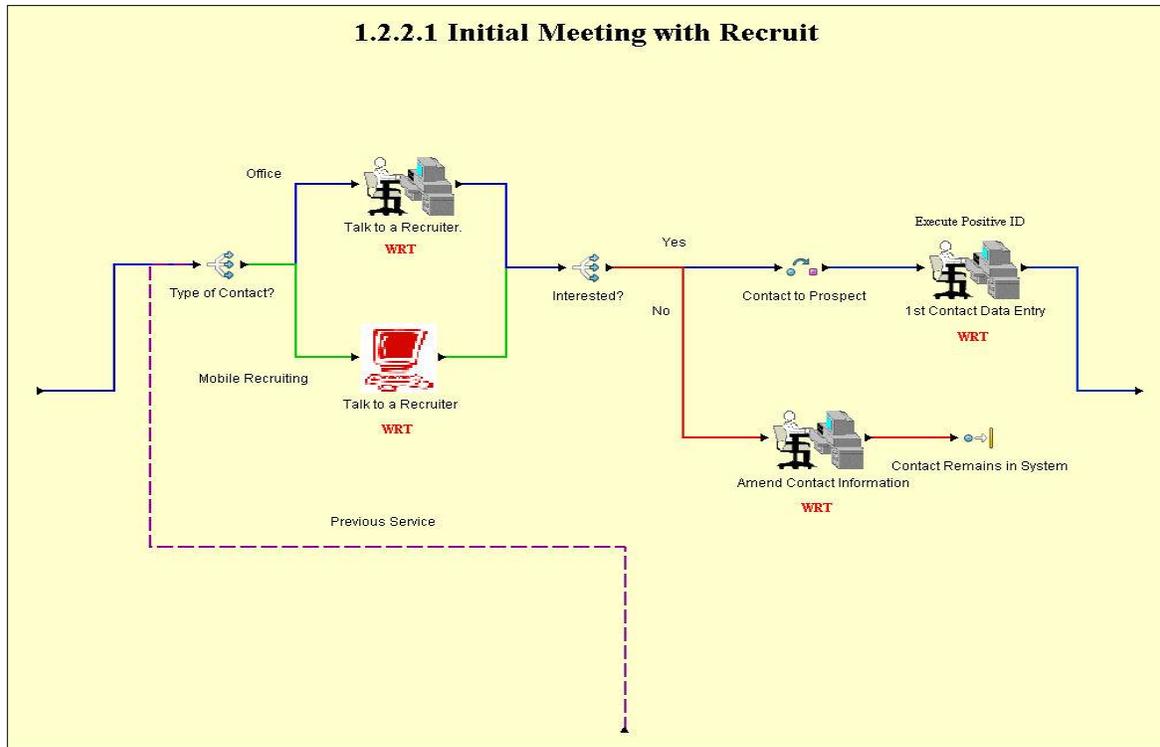


Figure 65 - Initial Meeting with a Recruit

The recruiter meets with the prospect to collect application information. In the future the recruiter will be able to use a mobile recruiting device so these meetings will no longer be in an office. At this stage the recruiter starts collecting positive ID data (such as biometrics, etc.) as part of First Contact.

The contact now becomes a prospect.

If they are not interested their record is amended, but it is maintained for 6 years although he / she is no longer an active contact.

3.3.4.1.2 Positive Identification - The system shall provide the capability to capture, index and associate the Applicant's biometric to their entrance processing record. Once an Applicant is enrolled, the Applicant's biometrics will be used to verify positive identification continuously throughout entrance processing.

- 3.3.4.1.2.1 *The system shall have the capability to manage facial recognition quality digital photographs.*
- 3.3.4.1.2.2 *The system shall have the capability to manage fingerprint biometrics.*
- 3.3.4.1.2.3 *The system shall have the capability to detect digital photograph devices.*
- 3.3.4.1.2.4 *The system shall have the capability to detect fingerprint biometric devices.*
- 3.3.4.1.2.5 *The system shall have the capability to verify the identity of the Applicant via association (match biometric).*
- 3.3.4.1.2.6 *The system shall have the capability to communicate with fingerprint biometric input devices.*
- 3.3.4.1.2.7 *The system shall have the capability to communicate with digital photograph input devices.*
- 3.3.4.1.2.8 *The system shall have the capability to search for previously enrolled biometrics.*
- 3.3.4.1.2.9 *The system shall provide for registration and storage of biometric prints.*

- 3.3.4.1.3 *Enrollment - Enrollment for eSOA/MIRS/XRISS includes the initial capture and storage of the Applicant's biometrics and the association of the biometric with the Applicant entrance processing record. The system shall have the capability to capture, store, and send to other systems and applicant biometric data.*
- 3.3.4.1.3.1 *The system shall have the capability to store Applicant biometric data.*
- 3.3.4.1.3.2 *The system shall have the capability to communicate bi-directionally with authorized Accessions Communities of Interests (ACOI) for biometric verification.*
- 3.3.4.1.3.3 *The system shall have the capability to exchange notifications and acknowledgements with authorized ACOI for biometric verification.*
- 3.3.4.1.3.4 *The system shall have the capability to associate Applicant biometric information with the Applicant's entrance processing record.*
- 3.3.4.1.3.5 *The system shall have the capability to index Applicant biometric information with the Applicant's entrance processing record.*

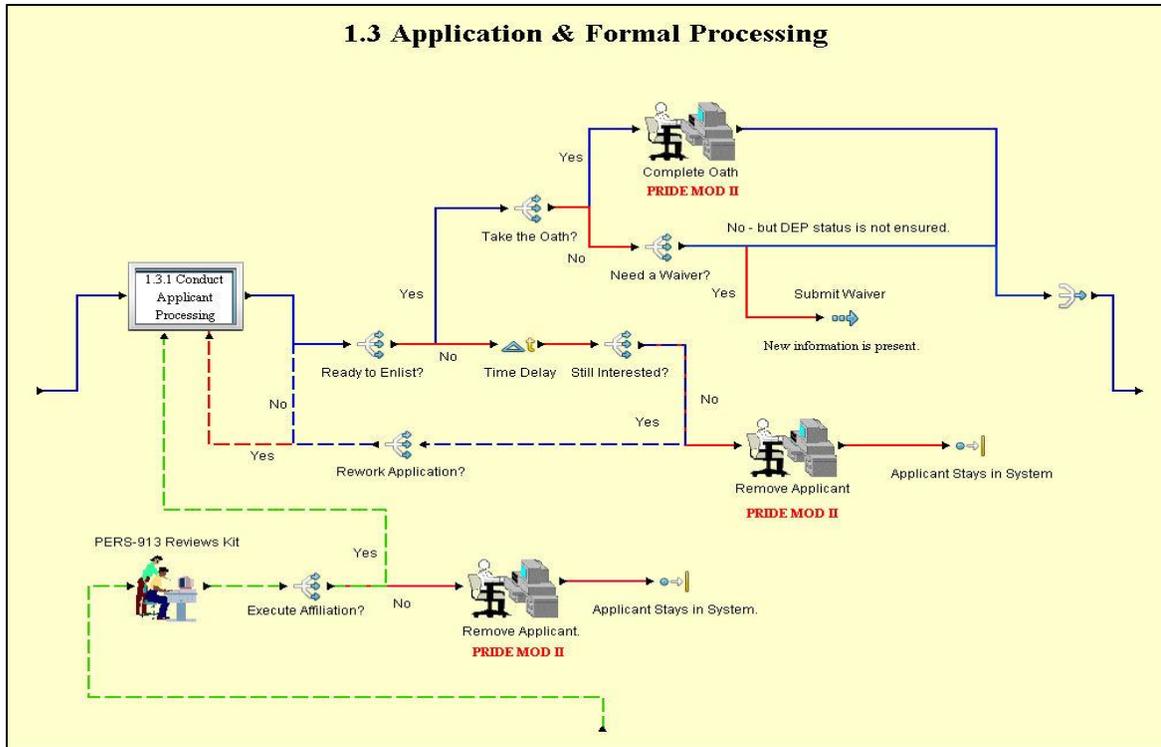


Figure 66 - Application and Formal Processing

The Application and Formal Processing phase gets the applicant ready to enlist. Part of the application phase is passing a medical exam and meeting the ASVAB requirements. All medical waivers must also be reviewed and approved.

The system shall also manage all Eligibility Determinations and civic waivers through review and approval processes.

Once the person is ready to enlist they must take an official Oath. At this point it is possible a person refuses to take the Oath, in which case their DEP status is not guaranteed.

The Career Transition Office (CTO) assists Sailors with prior service who wants to affiliate into the Navy Active Component (AC) or Reserve Component (RC). If the CTO feels the person is eligible to affiliate the service member begins the application process.

It is possible the Sailor decides he or she is not interested in moving forward and their record is amended, but it is maintained for 6 years although he / she is no longer an active applicant.

3.3.4.1.4 Enhanced Medical Pre-screen:

3.3.4.1.4.1 The system shall have the capability to perform pre-medical screening with eSOA/MIRS/XRISS.

3.3.4.1.4.2 The system shall have the capability to view medical pre-screen questions and pass to eSOA/MIRS/XRISS.

3.3.4.1.4.3 The system shall have the capability to index medical data to an Applicant's record.

3.3.4.1.4.4 The system shall have the capability to manage configuration changes within medical pre-screening.

3.3.4.1.4.5 The system shall have the capability to access the records management capability to generate medical forms.

3.3.4.1.5 External Organization Checks - The eSOA/MIRS/XRISS system will have the ability to send and receive data to and from authorized ACOI systems. Data entry into eSOA/MIRS/XRISS will be provided via a data exchange from a system, or user, interoperability. When a Sponsor schedules an Applicant for processing, in order to execute an external organization check of the Applicant's data, required Applicant data must exist in eSOA/MIRS/XRISS. Selected data elements are validated to ensure data accuracy based on external organization checks.

3.3.4.1.5.1 The system shall have the capability to manage Applicant personal data from external organization checks (currently, there are 4 organization checks).

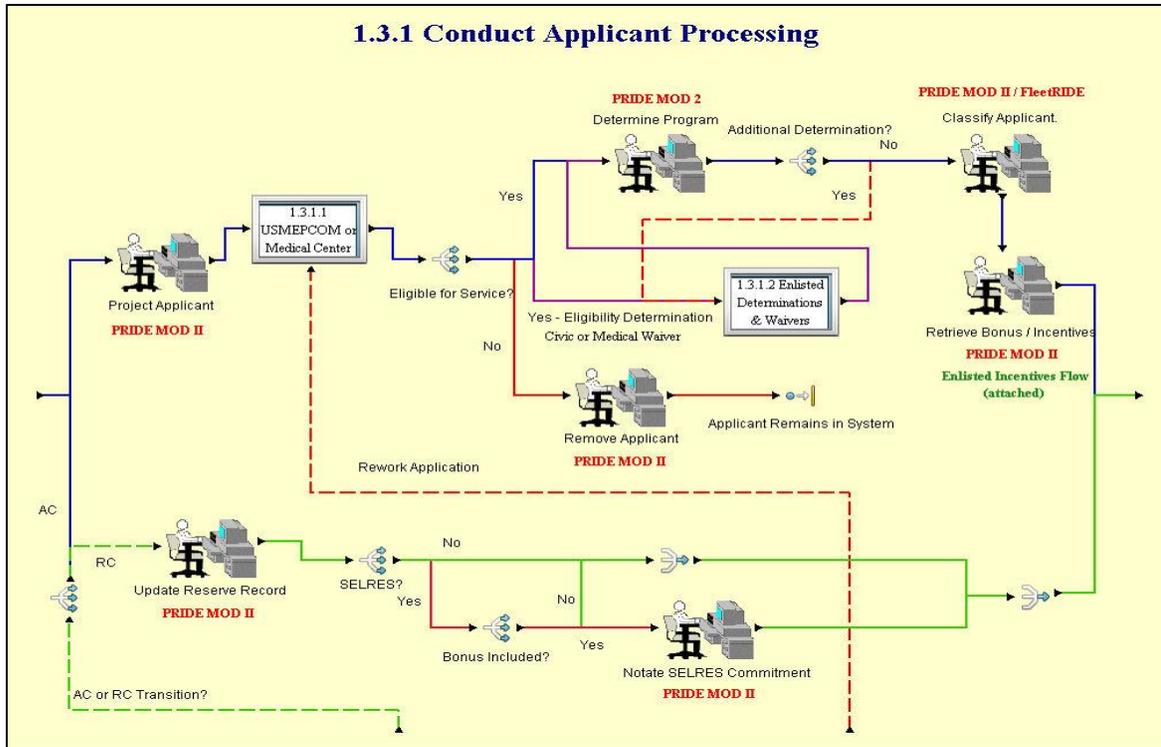


Figure 67 - Conduct Applicant Processing

During the Processing phase, the recruiter projects a prospect (which creates a record in PRIDE Mod II) and then schedules them for USMEPCOM. The person goes to USMEPCOM to take the ASVAB test, take any required medical exams, and complete any missing paperwork.

If the person is declared eligible for service, the recruiter determines the programs available, classifies the applicant (matches the person to available Navy jobs), and retrieves bonus or incentives information (if applicable).

Sometimes the person needs an eligibility determination, civic waiver, or medical waiver to meet the criteria for certain programs.

Individuals transitioning to the RC decide between joining the Select Reserves (SELRES) or the Individually Ready Reserve (IRR). SELRES is when recruiters get credit for a “gain” (not an IRR). There is no service commitment or obligation when joining the SELRES unless they take a bonus (which they can pay back if they decide to leave.) IRR status is “2 year deferment” eligible if the person’s time away was less than 6 months.

3.3.4.1.6 *Digital Signature - The digital signature/electronic signature function provides users with the capability to sign digital/electronic documents. The digital signature/electronic signature capability shall provide signature capability to both CAC holders and non-CAC holders. The function will support single and batch signing of documents. This capability will work in conjunction with the positive identification, workflow management and business rules management features.*

3.3.4.1.6.1 *The system shall have the capability to manage digital signatures.*

3.3.4.1.6.2 *The system shall have the capability to display digital signatures.*

3.3.4.1.6.3 *The system shall have the capability to allow the user to digitally sign an individual document for certification.*

3.3.4.1.6.4 *The system shall have the capability to allow a user to digitally batch-sign multiple documents.*

1.3.1.1 USMEPCOM or Medical Center

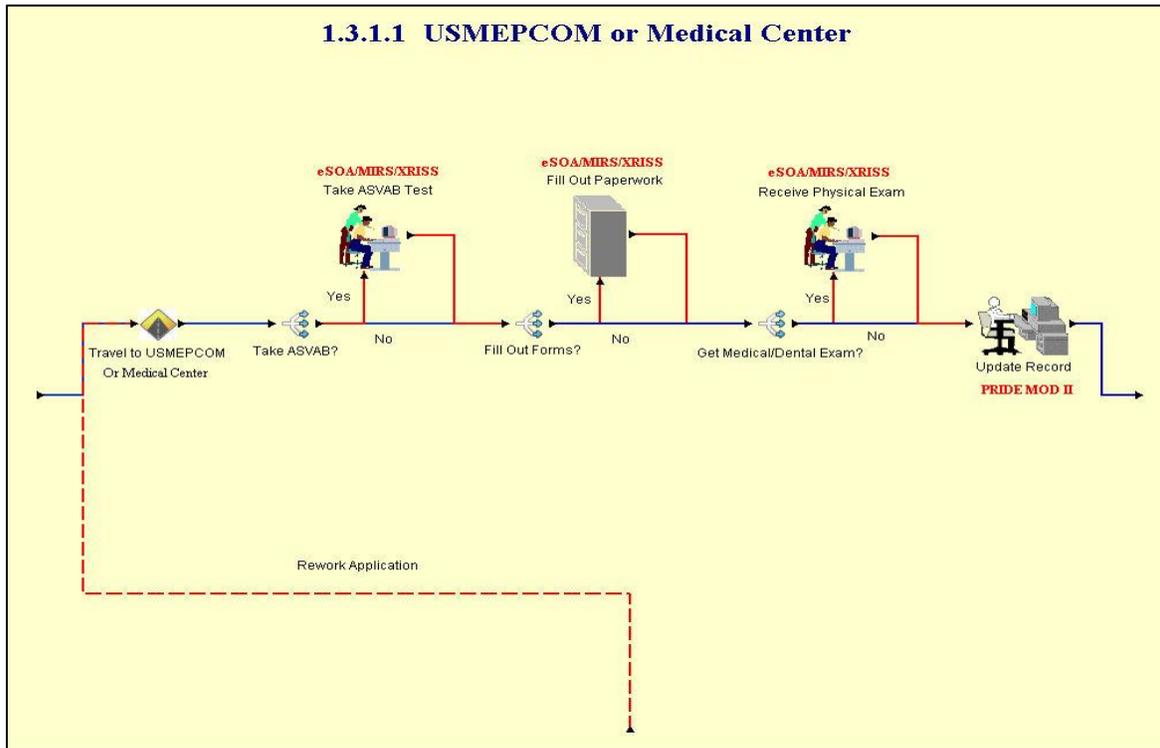


Figure 68 - USMEPCOM or Medical Center

The applicant travels to a United States Military Entrance Processing Command (USMEPCOM) or another medical center (if necessary). There are 65 USMEPCOMs in the country and Puerto Rico. Here the applicant takes the ASVAB test (if they haven't already), completes any missing paperwork, and receives a physical examination. This information is then added to the applicant's application in PRIDE Mod II. Applicants may request to retake the ASVAB. The business rules vary based on circumstances and a comparison of the scores.

- 3.3.4.1.6.5 *The system shall have the capability to manage Applicant tracking data during entrance processing.*
- 3.3.4.1.6.6 *The system shall provide the ability to track the status and progress of applicants undergoing USMEPCOM processing based on data retained from USMEPCOMS eSOA system.*
- 3.3.4.1.7 *Aptitude Testing - eSOA/MIRS/XRISS will ensure the completion of all basic Applicant aptitude processing activities. Results from aptitude testing must be maintained in the database. eSOA/MIRS/XRISS will support aptitude testing anytime and anywhere by scheduling aptitude testing not only at USMEPCOM processing locations, but also at other locations such as commercial and government testing centers, and via web-enabled version of the ASVAB/ ICAT. Both scoring and validation will be subsumed by eSOA/MIRS/XRISS.*
- 3.3.4.1.7.1 *The system shall have the capability to receive High School aptitude testing data for prospects.*
- 3.3.4.1.7.2 *The system shall capture student online testing scores for OAR and ASTB.*

3.3.4.1.8 *Medical Exam - In USMEPCOM, eSOA/MIRS/XRISS will enable medical data capture to be appended to the Applicant's record. Whenever possible, readings and lab results will not require manual recording; instead, medical records will be digitally captured through a user interface (enlisted only). The workflow management system will assist in the reduction of medical examination wait time and ensure that all steps are completed prior to the Applicant leaving the facility.*

3.3.4.1.8.1 *The system shall have the capability to receive eSOA/MIRS/XRISS Applicant medical examination data and electronic supporting documentation.*

3.3.4.1.9 *Exception to Policy (ETP) - eSOA/MIRS/XRISS exception to policy functionality will provide users, in particular the USMEPCOM and Sponsor, to override selected Applicant entrance processing business rules to allow Applicants to continue entrance processing for the good of the service.*

3.3.4.1.9.1 *The system shall have the capability to manage exception to policy (ETP) data.*

3.3.4.1.9.2 *The system shall have the capability for the ETP status to be provided to the workflow management service.*

3.3.4.1.9.3 *The system shall have the capability to apply an ETP to a particular category (e.g. an Applicant, a Sponsor Process for Code, a Location, and a Date).*

3.3.4.1.10 *Classification:*

3.3.4.1.10.1 *The system shall determine the Applicant's eligibility for the Fundamental Applied Skills Training (FAST) Special Program based on a CNRC Administrator defined two digit VE score. If the applicant is determined to be FAST, a pop-up box will appear allowing the classifier to choose if English is the applicant's first or second language (Mandatory field).*

- 3.3.4.1.10.2 *The system shall report an applicant's participation for the following programs based on classifier input and shall report all selected programs to the appropriate interface partners:*
- *Buddy Special Program*
 - *Special Recruit Company Special Program*
 - *Homeport Guarantee Special Programs*
- 3.3.4.1.10.3 *The system shall allow the user to select from the list of NECs contained in Appendix P if the Applicant is qualified for the Musician special program.*
- 3.3.4.1.10.4 *The system shall allow the user to enter subcategories to include:*
- *Nuclear Field*
 - *Others to be provided by functional owners during formal requirements review.*
- 3.3.4.1.10.5 *The system shall allow the user to enter the Recruiter's SSN displayed as nine digits with no spaces or dashes; however the display will be only the last four.*
- 3.3.4.1.10.6 *The system shall allow the user to select the state in which the Applicant was born.*
- 3.3.4.1.10.7 *The system shall allow the user to confirm that the Applicant has passed the Initial Fitness Assessment (IFA) with a Satisfactory Medium (Sat-Med) for that Applicant's baseline.*

3.3.4.2 Goaling

- 3.3.4.2.1 *Manage Goaling Allocations / Accessions*
- 3.3.4.2.2 *The system shall allow the user to input, update, view, print, and export to Excel or a comma-delimited file, and save goals and objectives for the appropriate level of access.*
- 3.3.4.2.3 *The system shall determine the goals and objectives of a lower level in the Goaling hierarchy by allowing an authorized user to apply percentages to the total goals and objectives of the user's level in the Goaling hierarchy. The system shall manage all officer goaling allocation and accessions as well as enlisted goals.*
- 3.3.4.2.4 *Officer goaling shall operate in a similar manner as the Enlisted goaling currently in PRIDE Modernization (including the Rate Phasing Matrix – based on designators).*
- 3.3.4.2.5 *The system shall allow for input of program authorizations in the goaling section.*

3.3.4.2.6 Manage Distribution of Goals (Consistent with current PRIDE MOD functionality):

- 3.3.4.2.6.1 The system shall provide the capability for officer rate phasing matrix (RPM) templates from Program Management Office (PMO) and approved by N13 to input directly into the RPM system workbook. (Modified)*
- 3.3.4.2.6.2 The system shall cue and alert PRIDE Modernization HQ users to review and verify officer RPM prior to uploading the system workbook.*
- 3.3.4.2.6.3 Once goals from PMO and N13 are accepted, the system shall allow PRIDE Modernization HQ users to load goals to Regions.*
- 3.3.4.2.6.4 The system shall allow the appropriate role to load all Goal Group capacity values based on predefined percentages of National totals to the Region by shipping months for a given fiscal year.*
- 3.3.4.2.6.5 The system shall allow the CNRC and Region users to load all Goal Group capacity values based on predefined percentages of Region goals to the Districts within their Region by shipping-months for a given fiscal year.*
- 3.3.4.2.6.6 The system shall allow the user to input and update goaling groups.*
- 3.3.4.2.6.7 The system shall accept spreadsheet-formatted data for automated loading of all Goal Group capacity values.*
- 3.3.4.2.6.8 The system shall allow authorized users to transmit National, Region, District, and Station Enlisted New Contract goals by fiscal year and month.*

3.3.4.3 Incentives

3.3.4.3.1 Tracking Incentives :

3.3.4.3.1.1 *The system shall track contracts throughout an enlistment and account for individual payment. See the Enlisted Incentive Management Flow in section 3.8.*

Incentives Management begins when an individual enters into a Navy (Active or Reserve component) enlisted contract (Delayed Entry Program) and ends when the individual separates from the Navy. Management focus is on financial incentives documented in the contract. A contract is satisfied when the specific requirements of it have been met, or are going to be met, and promised cash payments have occurred. Tracking contracts throughout an enlistment and accounting for the individual payment are required to meet the Incentive Program's budgetary demands. Reporting on this activity and performing comprehensive analysis are the primary objectives of Incentive Management.

3.3.4.3.1.2 *The system shall estimate, on a daily basis, expenditures, based on obligations, for the following Incentive Types based on the criteria found in the reference tables and the data base that utilizes the payment schedules:*

- Enlistment Bonus Source Rate (EBSR)
- Enlistment Bonus Source Rate-Navy College Fund (EBSR-NCF)
- Enlistment Bonus for Test Score Category (EBTSC)
- Enlistment Bonus for Delayed Entry Program (EBED)
- Enlistment Bonus for Physical Screening Test (EBPST)
- Enlistment Bonus for Training (EBTRG)
- Enlistment Bonus for Language Proficiency
- Enlistment Bonus for Reclassification
- Enlistment Bonus for Special Operations
- Enlistment Bonus for Extended Enlistment
- College Credit First Program
- Loan Repayment Program (LRP)
- Navy College Fund (NCF)

3.3.4.3.1.3 *The system shall provide the ability to manage multiple payments, incentive combinations, type schema based on the criteria for the incentive types. Payment schedules change over time.*

Incentive Matrix examples provided below for two different months:

PGM	EBSR	EBCC	EBSR/EBCC	EBLP	NCF/EBSR COMBO	NCF/EBSR COMBO/ EBCC	LRP/EB
SG	A	N	C	A	D	D	N
PACT or SF	I	N	I	A	D	D	N
AIRR/AIRC	II	N	KK	N	D	D	N
5YO	A	N	C	A	D	D	N
FTS	A	N	C	N	D	D	N
NF	P	N	R	N	P&F	P&F	N
NAT	S	N	N	N	D	D	N
NCSA	T	N	N	N	D	D	N
ATF	II	N	KK	N	II&F	II&F	N
AEF	II	N	KK	N	D	D	N
JOG	A	N	C	N	D	D	N
3YO	N	N	N	N	D	D	N
2YO	N	N	N	N	D	D	N
JOBS	N	N	N	N	D	D	N
Payments Plans							
A	100%(EBSR) upon graduation of A school						
B	100%(EBCC) upon arrival at A school						
C	100%(EBCC) upon arrival at A school immediately following RTC; 100% EBSR after A school						
D	No COMBO for SG						
E	20% (EBSR+EBCC) upon arrival at A school immediately following RTC; 80% (EBSR+EBCC) after A school; 100% (SEAL Bonus - EBSR) after Special Ops Training						
F	100% of actuarial rate paid after shipping to RTC						
I	100% EB upon arrival duty assignment						
J	100% (EBSR) after C school						
N	No Bonus Available						
P	33% (EBSR) after Nuc Power School; 67% (EBSR) after Nuc Prototype Training						
Q	20% (EBCC) after Nuc Power School; 80% (EBCC) after Nuc Prototype Training						
R	20% (EBSR + EBCC) upon arrival Nuc Power School; 33% (EBSR + EBCC) after Nuc Power School; 47% (EBSR + EBCC) after Nuc Prototype Training						
S	100% (EBSR) paid on arrival at reserve center						
T	100% (EBSR) upon completion of initial training and 15 months obligated duty						
II	100% (EBSR) upon arrival first duty station						
JJ	100%(EBCC) upon arrival their first duty station						
KK	100%(EBSR + EBCC) upon first duty station						

Figure 69 - Incentives Matrix: Example 1

PGM	EBSR	EBCC	EBSR/EBCC	NCF/EBS R COMBO	NCF/EBS R COMBO/ EBCC	SPEC OPS/ EBCC	SEAU/ NCF/EB COMBO	EBEE	EBSR/EBE E/ EBCC	EBSR/EBE E	EBEE/ EBCC	NCF/EBS R EBEE	SEAU/ EBEE	EBED	EBSR/EBE D EBCC	EBSR/EBE D	EBED EBCC	NCF/EBS R EBED	
SG	A	B	C	N	N	D	E	N	EE	GG	FF	HH	N	N	OO	NN	AA	NN	N
SF	I	I	N	N	N	N	N	N	N	N	N	N	N	I	N	N	I	N	
AJRR/AJRC	II	JJ	KK	N	N	N	N	N	N	N	N	N	N	OO	NN	II	NN	N	
SYO	A	B	C	N	N	D	E	N	N	N	N	N	N	AA	NN	AA	NN	N	
FTS	A	B	C	N	N	N	N	N	N	N	N	N	N	OO	NN	AA	NN	N	
NF	P	Q	R	P & F	P & F	N	N	N	N	N	N	N	N	P	R	P	R	N	
SEAL	N	N	N	N	N	LL	MM	N	N	N	N	N	N	N	N	N	N	N	
NFSB	S	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	
NCSA	T	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	
ATF	II	JJ	KK	II & F	II & F	N	N	N	N	N	N	N	N	II	JJ	II	JJ	II	
AEP	II	JJ	KK	N	N	N	N	N	N	N	N	N	N	II	JJ	II	JJ	N	
GTEP	N	I	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	
GYO	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	
ZYO	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	
JOBS	N	I	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	
Payments Plans																			
A	100% (EBR) upon graduation of A school																		
B	20% (EBCC) upon arrival at A school immediately following RTC; 80% (EBCC) after A school																		
C	20% (EBSR + EBCC) upon arrival at A school immediately following RTC; 80% (EBSR + EBCC) after A school																		
D	100% (EBSR + EBED) after A School; 100% (SEAL Bonus + EBR) after Special Ops Training																		
E	20% (EBSR + EBCC) upon arrival at A school immediately following RTC; 80% (EBSR + EBCC) after A school; 100% (SEAL Bonus + EBR) after Special Ops Training																		
F	100% of actual rate paid after shipping to RTC																		
H	100% (SEAL Bonus) no earlier than 30 days after reaching their final duty assignment																		
I	100% (EBCC + EBED + ETSO) no earlier than 30 days after reaching their final duty assignment																		
J	100% (EBR) after C school																		
K	20% (EBCC) upon arrival at A school immediately following RTC; 80% (EBCC) after C school																		
L	20% (EBCC + EBR) upon arrival at A school immediately following RTC; 80% (EBCC + EBR) after C school																		
N	No Bonus Available																		
P	33% (EBSR + EBED + ETSO) after Nuc Power School; 67% (EBSR + EBED + ETSO) after Nuc Prototype Training																		
Q	20% (EBCC) after Nuc Power School; 80% (EBCC) after Nuc Prototype Training																		
R	20% (EBSR + EBCC + EBED + ETSO) upon arrival Nuc Power School; 33% (EBSR + EBCC + EBED + ETSO) after Nuc Power School; 47% (EBSR + EBCC + EBED + ETSO) after Nuc Prototype Training																		
S	100% (EBR) paid on arrival at reserve center																		
T	100% (EBR) upon completion of initial training and 15 months obligated duty																		
CC	100% (EBR + EBCC) no earlier than 30 days after reaching their final duty assignment																		
BB	100% (SEAL Bonus + EBCC) no earlier than 30 days after reaching their final duty assignment																		
DD	100% (EBR) no earlier than 30 days after reaching their final duty assignment																		
EE	100% (EBE) upon graduation of A school																		
FF	100% (EB + EBED) upon graduation of A school																		

Figure 70 - Incentives Matrix: Example 2

3.3.4.3.2 Manage Enlisted Bonuses and Incentives:

3.3.4.3.2.1 The system shall allow the user to create a new incentive program or change eligibility for existing programs

3.3.4.3.2.2 The system shall allow the user to:

- Import a table that is created by the user to change Incentive amounts.
- Change cell within the table of Incentive amounts

- 3.3.4.3.2.3 *The system shall allow the user, without limitation, to select the effective date or suspension date.*
- 3.3.4.3.2.4 *The system shall keep the suspended or the effected files and the chronological order for 10 years.*
- 3.3.4.3.2.5 *The system shall provide the user the ability to perform “what if” estimates on rate selection, bonus amounts, and bonus combinations using proposed payment schedules, reference tables, and associated data.*
- 3.3.4.3.2.6 *The system shall be automatically updated daily with changes. For example, SSN database must reflect the changes (initial reservation in PRIDE through first term of enlistment).*
- 3.3.4.3.2.7 *The system shall provide the ability to manage estimated expenditure dates by Program, Rate and incentive via a maintenance function.*
- 3.3.4.3.2.8 *The maintenance function shall allow the user to add, deactivate or modify incentives.*
- 3.3.4.3.2.9 *The table will include forecasted show-up rates to provide estimated payments.*
- *Example: Obligated Incentive times xx% = Estimated payments*
 - *Changes do not impact incentives that have already been offered.*
- 3.3.4.3.2.10 *The system shall capture or provide the following data elements contained in Appendix Q (Incentives Management Data Elements)*
- 3.3.4.3.2.11 *The system shall collect and provide additional data elements from NSIPS (ESR) and CeTARS to the tracking process in order to manage changes to contracts.*
- 3.3.4.3.2.12 *The system shall have the ability to contain “drill” verification for NAVET applicants.*

Contracts may be superseded by new contracts. The opportunity to supersede or change a contract exists between the date entered in block 5 of DD Form 4, and the date an individual starts a Fleet assignment. The data elements required in incentive tracking will change and must be recorded and updated in order to meet the primary objectives of the Incentive Program. New data elements can be added to the tracking.

3.3.4.3.2.13 *The system shall provide and process data elements in the post accession environment in order to project obligations and to append current data with actual changes.*

3.3.4.3.2.14 *The system shall project an individual with new data when changes occur to an individual's data elements.*

3.3.4.3.2.15 *The system shall collect and provide school/training course designations and time-to-train data, to include awaiting training, and obtain updates.*

PRIDE Modernization Business Rule: The majority of individuals progressing through contract requirements follow a prescribed or standardized path that is first identified by their signed contract (enlistment guarantees). This is based on exactly the individual's item master record which includes, at the very least: classification, education, extension, dates, and training data elements resident in PMOD and other management information systems. With the exception of Naval Reserve affiliation processing, all data elements for classifications and incentives for an individual is currently collected in PMOD. Naval Reserve affiliation processing takes place at a Naval Operational Support Center (NOSC) vice a Transient Personnel Unit (TPU). Data elements can change prior to shipping and those changes change an individual's master record. PRIDE MOD II functionality begins at the projection of the individual through the training pipeline. When updates occur to the individual data elements, the individual is required to be projected again with this new data.

SCENARIO: A Sailor will ship with a \$10,000 incentive in an active duty program called School Guarantee and a Rating called Aviation Ordnanceman (AO). Below is a table outlining the predefined career path this Sailor goes through to obtain the AO rating. Paperwork-wise, the focus is on the DD 1966 and DD Form 4 and associated Annexes. PMOD Release 2 will be required to acquire school/training course designations and time- to- train (to include awaiting training) electronically and obtain updates.

Example: AC Career Path after Recruit Training Table

Career Path After Recruit Training				
<p>Enlistees are taught the fundamentals through formal Navy schooling. Advanced technical and operational training is available in this rating during later stages of career development.</p>				
School	Present Location	Approximate Training Time	Subjects	Training Methods
Class "A" Technical School	Pensacola, FL	16 weeks	Fundamentals of Air Traffic Control, radar, and radio communications	Group Instruction and simulators
<p>Following "A" school, air traffic controllers spend one to two years gaining additional skills through on-the-job training at their first duty station. This consists of additional lab, lecture, and individual training leading to certification at an airfield facility. ACs are stationed in traffic control centers on aircraft carriers or at air traffic control facilities in the United States or overseas. During a 20-year period in the Navy, ACs spend approximately 30 percent of their time assigned to fleet units and 70 percent to shore stations; many of the shore stations may be located overseas.</p>				

- 3.3.4.3.2.16 *The system shall project the month and year of an incentive payment.*
- 3.3.4.3.2.17 *The system shall account for incentive payments by appending the individual's record with new payment data.*
- 3.3.4.3.2.18 *The system shall estimate the probability of an individual successfully completing training using school house completion rate statistics.*
- 3.3.4.3.2.19 *The system shall have the capability to collect and provide periodic RTC training completion rates.*
- 3.3.4.3.2.20 *The system shall have the capability to provide specialized training ("A" and "C" Schools, BUDS, etc) school completion rates.*
- 3.3.4.3.2.21 *The system shall collect and provide training and enlistment data to include enrollment codes, disenrollment codes, class convening dates, enlistment extensions.*
- 3.3.4.3.2.22 *The system shall collect and provide enlistment data to include UIC assignment and lengths of enlistment extensions.*
- 3.3.4.3.2.23 *The system shall contain an audit feature to track and announce variations in planned and actual payments.*
- 3.3.4.3.2.24 *The system shall provide a copy of the current annex in .pdf form in order to reconcile variations in planned and actual payments.*

Example: From the Sailor's first reservation date, PMOD 2 will project the \$10,000 past his planned shipping date, RTC graduation date, and class convening dates, adding 6-7 weeks to the length of time before reaching the Fleet. PMOD2 will also estimate the probability of this Sailor surviving the training using school house statistics. For example, if RTC grad probability is 90% and AO School grad probability is 90% then the overall chances of this Sailor graduating and getting to the fleet are no greater than 81%; therefore for every 100 accessing onto active duty 81 are expected to survive the training and reach the fleet.

If the Sailor took a bonus, then somewhere between graduating from school and reporting to the Fleet a bonus payment will be made. For the sake of this example, the projection covered 6 months prior to accession (DEP), 2 months at RTC, 2 months awaiting training, 1 month completing training, and 1 month getting to a permanent duty station (a total of 12 months). Essentially, PMOD2 would project the \$10,000 out 12 months from his first reservation date. PMOD processing is required to include all Sailors in the database (aggregated monthly with RTC, and "A" and "C" school attrition or graduation factors being applied). Totals would be calculated and projected for every individual.

Continuing with the scenario, just prior to enrolling into AO Class “A” Technical School in Pensacola, this Sailor reclassifies into Program School Guarantee and Rating Air Traffic Controller (AC) (see table below). During reclassification at his present location, he qualified for a different bonus of \$15,000 and his time-to-train changed. His record would be appended with \$15,000 as his new bonus and an additional 8 months of training time (remember, this Sailor has already been moved down the track 10 months. Now we add 4 months of waiting instruction time and 4 months of training time for a total of 8 additional months before getting an actual payment). PMOD2 will append and use new data elements indicating \$15,000 is now the contracted amount projected from this point into the future by 8 additional months. Other important data such as disenrollment codes, the new enrollment codes, new class convening dates, enlistment extensions, etc. will be captured and made available for reports/queries/ systems.

When this Sailor graduates from the AC training pipeline, he will be eligible for a payment. PMOD2 will have projected the month and year of the payment. Below is a copy of an actual report listing payments and recoupmets. PMOD2 will account for these payments by appending the individual’s records with this new data. The report has even, odd, and red-numbers “calculated amounts” and as such, will be matched with data elements resident in PMOD (i.e. an exception). Therefore, audit features of PMOD2 will be needed to track and announce variations. One possible feature is to derive an exception report where the planned and actual payments are collected and determined to be different. PMOD2 would assist in the diagnostic that would determine where the error occurred. These types of records would be flagged for review and PMOD2 would provide a copy of the current Annex in .pdf form.

SSN	SAF Description	RPT Year	RPT Month	Fiscal Year	Fiscal Month Number	Calculate Amount
XXXX	SEB INITIAL PAYMENT (\$7	2005	7	2005	7	\$8,000.00
	SEB INITIAL PAYMENT (\$5	2005	7	2005	7	\$6,000.00
	SEB LUMP SUM PAYMENT (\$0.01-\$1	2000	9	2005	7	\$2,680.00
	SEB LUMP SUM PAYMENT (\$0.01-\$1	2000	11	2005	7	\$5,360.00
	SEB LUMP SUM PAYMENT (\$1	2005	7	2005	7	\$2,000.00
	SEB LUMP SUM PAYMENT (\$2	2005	7	2005	7	\$3,960.00
	SEB LUMP SUM PAYMENT (\$0.01-\$1	2000	10	2005	7	\$5,360.00
	SEB LUMP SUM PAYMENT (\$2	2005	7	2005	7	\$4,000.00
	SEB LUMP SUM PAYMENT (\$0.01-\$1	2000	12	2005	7	\$5,360.00
	SEB LUMP SUM PAYMENT (\$2	2005	7	2005	7	\$-2,935.42
	SEB INITIAL PAYMENT (\$6	2005	7	2005	7	\$7,000.00
	SEB INITIAL PAYMENT (\$12000.01-\$15000.00)	2005	7	2005	7	\$15,000.00
	SEB LUMP SUM PAYMENT (\$0.01-\$1	2000	9	2005	7	\$5,360.00
	SEB LUMP SUM PAYMENT (\$2	2005	7	2005	7	\$3,000.00
	SEB LUMP SUM PAYMENT (\$1	2005	7	2005	7	\$2,000.00
	SEB LUMP SUM PAYMENT (\$0.01-\$1	2000	4	2005	7	\$5,280.00

3.3.4.3.2.25 *The system shall capture/provide new data elements, i.e. codes, course numbers to capture attrition and reclassification.*

3.3.4.3.2.26 *The system shall determine if an individual has received a bonus from a previous enlistment.*

Example: VARIATIONS to SCENARIO:

Multiple Payments: By design, most incentives are periodically dispersed and in increments based on school/training pipeline graduation. Use the table below to visualize the school/training command routing and timeline through the processing of incentive data elements.

A Sailor entering the Program NF (no rating) will earn and be paid a portion of his incentive after reaching school milestones (i.e. graduation from Nuclear Power School) or annual time requirements. Other program/ratings (i.e. SEAL) have similar requirements and rebooking (i.e. extending a Sailor training time) occurs frequently. Attrition occurs frequently, primarily in the middle of a course, and these attrites are reclassified into other schools (with or without incentives) or go to the Fleet undesignated (with or without bonuses (i.e. no rating). Capturing new data elements (i.e. codes, course numbers, etc.) is required. New projections are required and actual results are necessary to meet the incentive functional requirements.

Nuclear Field (NF) (NUKE) Career Path after Recruit Training

Career Path after Recruit Training

School	Present Location	Approx. Training Time	Subjects	Training Methods
Nuclear Field Class "A" School	Charleston, SC	MM: 3 months	<p>MM: Mathematics, physics, thermodynamics, mechanical theory, fluid flow, safety, general engineering maintenance, hand tools and test equipment, valves, piping fittings, bearings and lubrication, pumps, steam turbines, reduction gears, heat exchanges, condensers, air ejectors, air compressors, refrigeration, air conditioning, evaporators, propulsion plant piping systems overview</p>	Classroom instruction with written tests; laboratories with practical application; computer aided instruction.
		EM: 6 months	<p>EM: Mathematics, physics, AC/DC electrical theory, test equipment, maintenance and repair, safety, transistor theory, vacuum tube theory, communications, transmitters, receivers, pulse techniques, synchro-servos, magnetism and magnetic amplifiers, digital electronics, microprocessors, radar, AC/DC motors and generators</p>	Classroom instruction with written tests; laboratories with practical application; computer aided instruction.
		ET: 6 months	<p>ET: Mathematics, physics, AC/DC electrical theory, test equipment, maintenance and repair, safety transistor theory, vacuum tube theory, communications, transmitters, receivers, pulse techniques, synchro-servos, magnetism and magnetic amplifiers, digital electronics, microprocessors, radar, AC/DC motors and generators</p>	Classroom instruction with written tests; laboratories with practical application; computer aided instruction.

Nuclear Power School	Charleston, SC	6 months	Mathematics, physics, chemistry, radiation, nuclear power plant components, reactor theory, heat transfer and fluid flow, principles of materials	College level classroom instruction with written tests; computer aided instruction.
Nuclear Power Training Unit	Ballston Spa, NY or Charleston, SC	6 months	Six weeks of specialized classroom instruction followed by 20 weeks of hands-on training at an operational nuclear reactor plant	Classroom, independent study, individual interviews/exams, hands-on training (watchstanding); computer aided training.

A sample of the 'Actual Result from NF Routing through School/Training Pipeline' report:

CETARS Records				
CDP	TITLE	ENROLL DATE	GRAD NON GRAD	GRAD NON GRAD DATE
6387	RECRUIT BASIC MILITARY TRAINING	20071113	GR	20080109
333M	NUCLEAR FIELD CLASS A SCHOOL ELECTRICIANS MATE	20080129	GR	20080718
982K	NAVY MILITARY TRAINING	20080211	GR	20080212
7747	PERSONAL RESPONSIBILITY AND VALUES EDUCATION AND TRAINING	20080630	GR	20080702
333K	NUCLEAR POWER	20080818	GR	20090213
1312	NUCLEAR PROPULSION PLANT OPERATOR ELECTRICAL	20090302	GR	20090809

A sample of the 'Actual Result from SEAL Routing through School/Training Pipeline' report:

CETARS Records				
CDP	TITLE	ENROLL DATE	GRAD NON GRAD	GRAD NON GRAD DATE
6387	RECRUIT BASIC MILITARY TRAINING	20080711	GR	20080910
842S	TRAINING SUPPORT CENTER GREAT LAKES INDOC COURSE	20080910	GR	20080910
982R	NAVY MILITARY TRAINING	20080911	GR	20080912
636L	PERSONNEL FINANCIAL	20080915	GR	20080916

MANAGEMENT				
04WF	NAVAL SPECIAL WARFARE PREPARATORY COURSE	20080919	GR	20081215
173K	BASIC UNDERWATER DEMOLITION/SEAL INDOCTRINATION	20090105	GR	20090220
169K	BASIC UNDERWATER DEMOLITION/SEAL (BUD/S) 2ND & 3RD PHASE	20090223	GR	20090710
711N	SPECIAL OPERATIONS SURVIVAL TRAINING (NP6)	20090701	GR	20090701

A sample of the 'Actual Result from NF Routing through School/Training Pipeline' report:

No School Requirement (Prior Service). At least two programs do not require school time (training). Depending on a Sailors routing, there are generally two tracks: (1) go to RTC or (2) not go to RTC. Either the program rating has already been determined by a previous enlistment or the Sailor is going to the Fleet undesignated (i.e., as an Airman). Projecting the Sailor and the incentive is straightforward. In cases where the rating has already been determined by the previous enlistment, routing will go through a TPU prior to reaching a permanent duty station, which could either be a ship or a Naval Reserve unit.

Note: Active Duty Navy Veterans (NAVETS) and Other Service Veterans (OSVETS) are not authorized a bonus if they received one previously (from another enlistment).

3.3.4.3.3 REPORTS/QUERIES

- 3.3.4.3.3.1 The system shall report to the user the daily current status of any SSN in the database. For example, the system shall provide the current program, rating, and location (UIC).
- 3.3.4.3.3.2 The system shall display both obligations and expenditures depending on a given date for any past, present, or future 48-month period. For example, Nuclear Field (NF) obligations and expenditures in the month of April 2014 equal \$2.2 million.
- 3.3.4.3.3.3 The system shall allow the user the ability to query the database.
- 3.3.4.3.3.4 The system shall allow the user to download all reports into a Microsoft Word or Excel document.
- 3.3.4.3.3.5 The system shall project anticipated payment date based on the rules for each incentive i.e., If the incentive is due upon graduation from RTC, then the projected payment date will be computed as 66 days after ship date.

Limited Example of Annual Projections:

2011 31-Mar-11		# of people with bonus		
Execution Year	FY 2011	FY 2012	FY 2013	Total Obligated by FY 2011 EB Plan
Bonus Quotas	4,853	-----	-----	4,853
Expected Bonuses Paid	2000	1200	800	4000
Expected Dollars Paid	\$528,403	\$14,257,071	\$41,254,748	\$56,040,221
% \$ Commitment	1%	25%	74%	Expected Bonus Dollars paid divided by total obligated by FY EB Plan
Kicker Phased Payment	1.00			
NF Phased Payment	0.33			

- 1.00 indicates 100%, a single (final) payment
 - 0.33 indicates incremental payment in thirds

Limited Example of Program/Ratings/Kicker and Average Monthly Incentives:

Program Rate	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
ATF AIRR	0	15600	16682	12000	15667	13889	13444	0	13200	13340	0	12000
ATF AIRR (Kicker)												
ATF ND	12000	18300	15905	0	0	14821	0	12808	12500	12417	0	12375
ATF ND (Kicker)												
AEF CTT												
AEF CTT (Kicker)												
ATF EOD	15000	22667	17760	12000	16850	14667	0	12652	12750	13222	0	13000
ATF EOD (Kicker)												
ATF SB	0	15769	0	12000	14182	12000	13854	12830	0	12581	0	12400

Limited Example of Reports and Queries with Descriptions:

MILITAPS
- Secure Area -

Standard Reports	Ad-Hoc Queries
<p>CFY Paid Shows the total number of people who accepted a bonus and the total amount taken by incentive type. Report is broken out into new obligations and residual payments. The report can be expanded to display months and/or programs.</p> <p>5 Year Look Shows the amounts paid for each incentive for the previous 2 fiscal years (FYs), the current FY and the next 2 FYs. Payments are broken out into new obligations and residual payments.</p> <p>1K Increments Shows the number of people who took bonuses by \$1K increments and calculates the total payments for each increment. The reports are based on fiscal years.</p> <p>Bonus Count Shows the number of people who took bonuses and the total amount taken by incentive type. Report can be expanded to display programs and/or rates.</p>	<p>Pipeline by Rate Pipeline for a given program and rate.</p> <p>Pipeline by SSN Recruits current position in their pipeline.</p> <p>Incentives by Effective Date Incentives for each program by their effective date.</p> <p>Payments Made Payments by FY and incentive type.</p> <p>People Paid Payments by FY and month by incentive and money type.</p> <p>Accepted Bonuses All people who accepted a bonus by FY, Program and Rate.</p> <p>Complete record for SSN CETARS and MILITAPS Payment records based on an SSN.</p> <p>Attrition Rates Multiple attrition rate lookups.</p>

Current Outstanding Bonus Payments

Pay Schedule Report

Bonus Amounts Ready to be Paid

[Log Out](#)

3.3.4.3.4 Incentive Alerts

- 3.3.4.3.4.1 The system shall alert both the programmer and the user when the system's reliability drops below 100%. For example, when a bonus mismatch occurs without any change to a record.*
- 3.3.4.3.4.2 The system shall notify the Incentives Manager when a change to an incentive occurs due to reclassification, rebooking, attrition, or separation.*

3.3.4.3.5 Eligibility Determinations and Waivers:

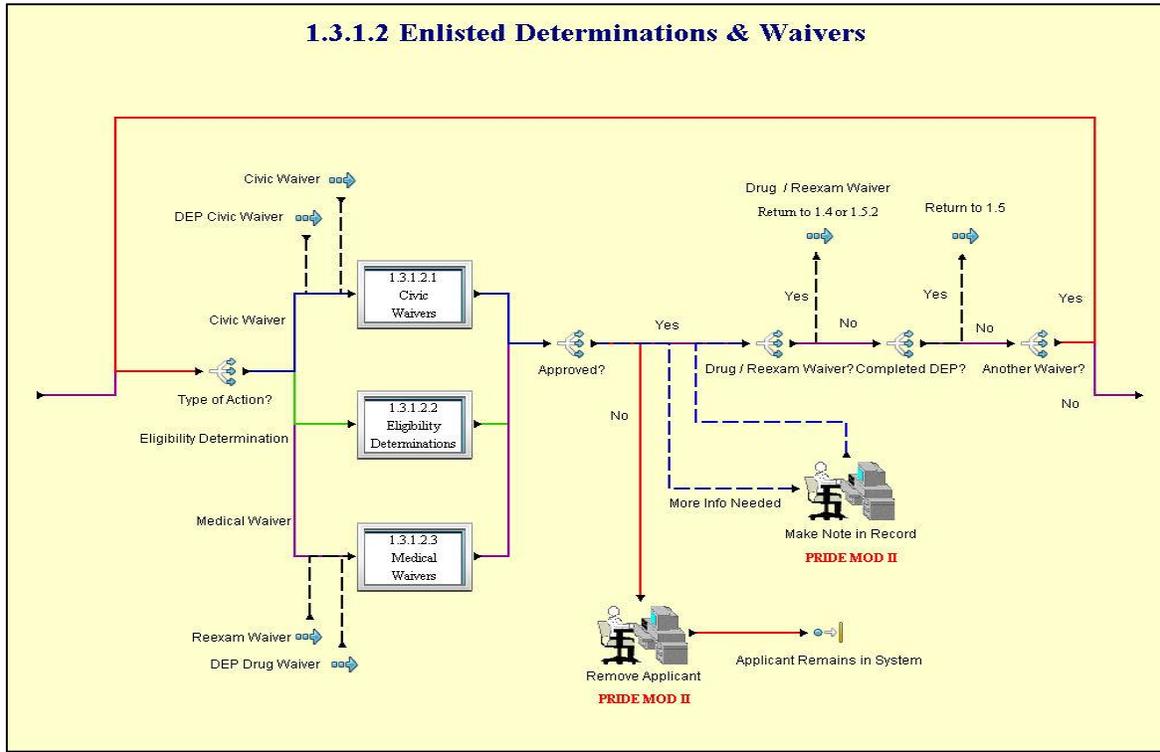


Figure 71 - Eligibility Determinations & Waivers

Eligibility Determinations are needed for applicants with adverse information on their record (such as misconducts, major misconducts, etc,) or those who might not meet all the requirements of certain programs.

People disclose medical and behavioral information and then might need a waiver to gain acceptance into the Navy. Civic waivers are needed for applicants with major misconduct issues. Medical waivers are needed for applicants with medical conditions that might affect their ability to do certain jobs.

If a person is unable to obtain a waiver, he or she cannot become a member of the Navy. The record is amended, but it is maintained for 6 years although he / she is no longer an active applicant.

1.3.1.2.1 Civic Waivers

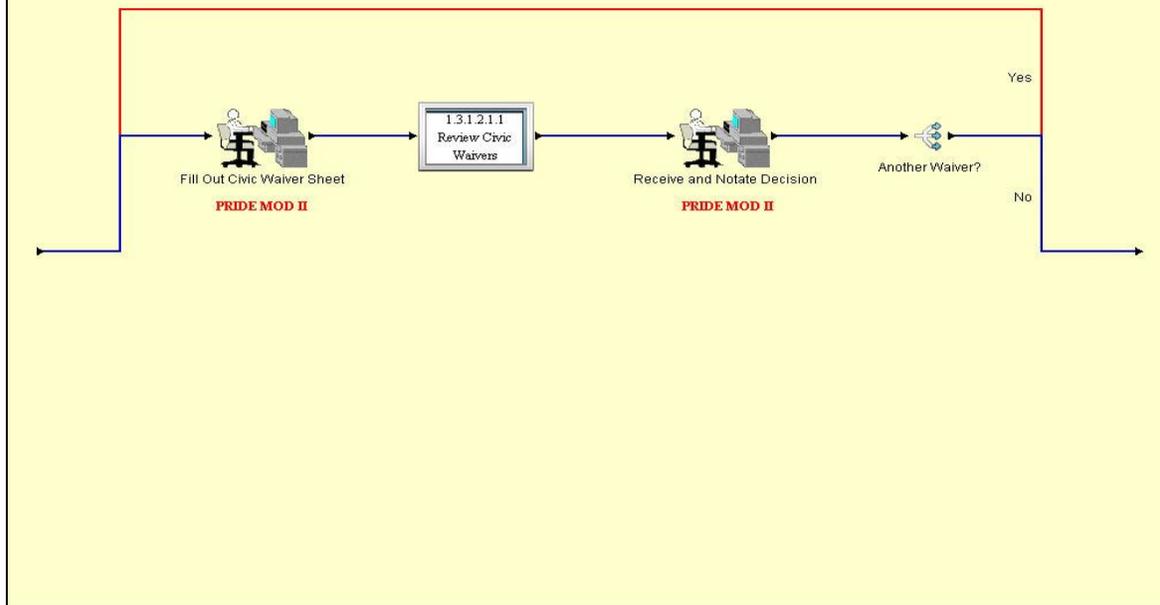


Figure 72 - Civic Waivers

Civic waivers are needed for applicants with adverse information on their record or those who might not meet all the requirements of certain programs. Waiver status is recorded in PRIDE Mod II.

NOTE – track civic waivers in PRIDE Mod II like medical waivers. See the medical waivers section for more detailed requirements.

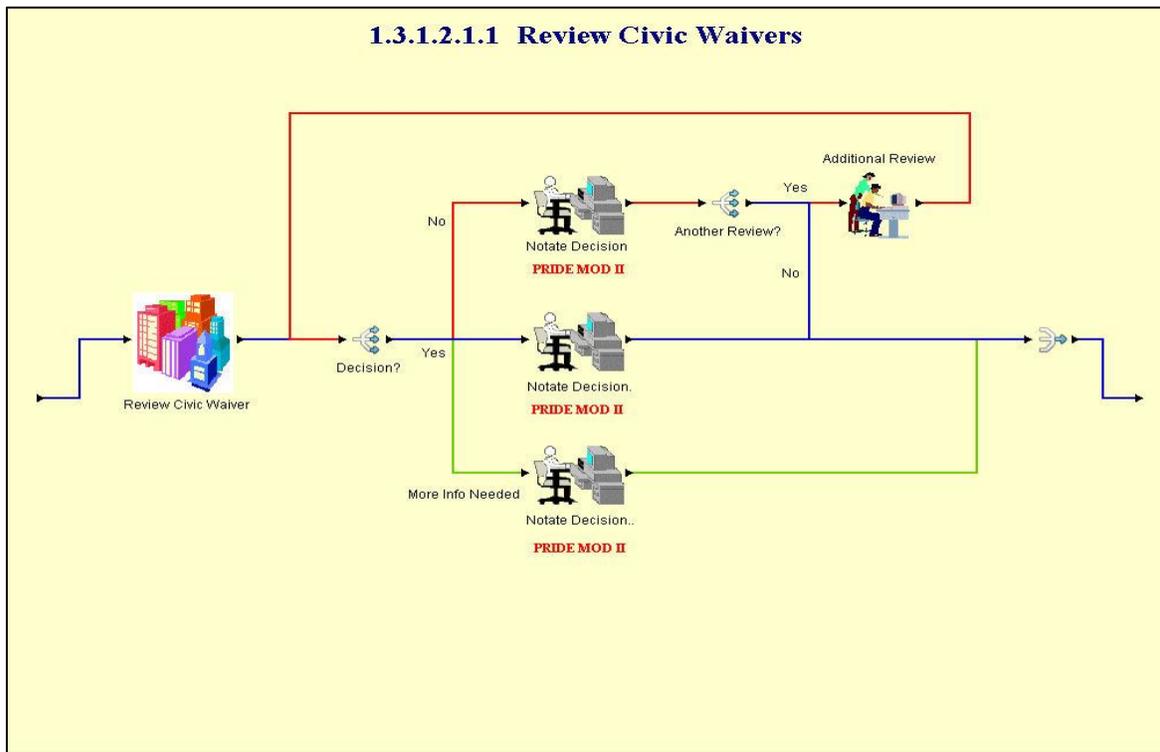


Figure 73 - Review Civic Waivers

PRIDE Modernization Business Rule: Once the civic waiver is reviewed by a staff member at NRD, the waiver is either granted (in which case the person can move forward with their application), not granted (in which case the person has to leave the Accessions process or look for a different program) or it needs more information to allow a decision to be made (in which case the person must provide the information to the adjudicating party).

1.3.1.2.2 Eligibility Determinations

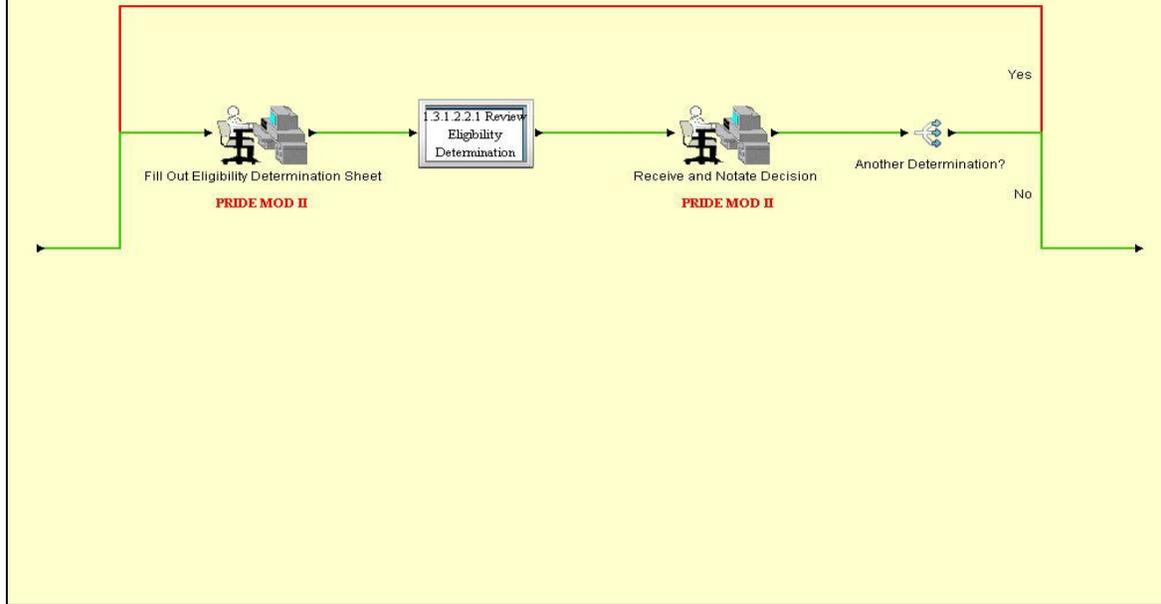


Figure 74 - Eligibility Determinations

Eligibility Determinations are needed for applicants with adverse information on their record or those who might not meet all the requirements of certain programs. Eligibility Determination status is recorded in PRIDE Mod II.

1.3.1.2.2.1 Review Eligibility Determination

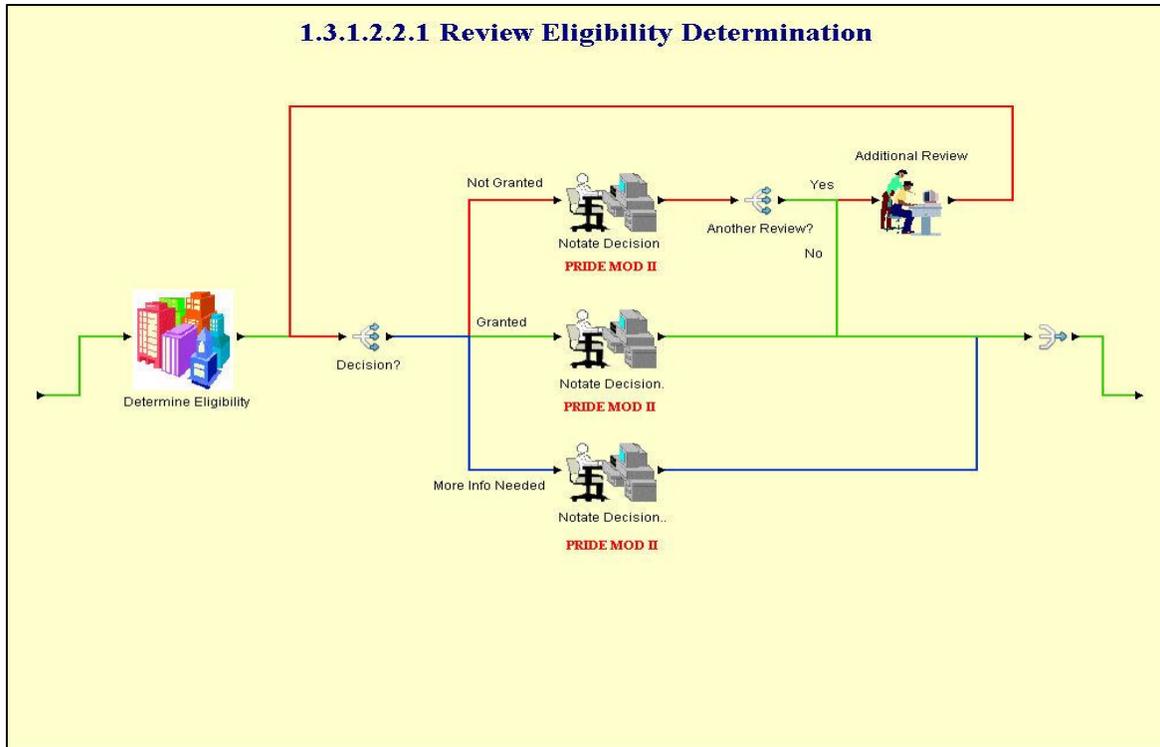


Figure 75 - Review Eligibility Determinations

Once the eligibility determination is reviewed by a staff member at NRD, the waiver is either granted (in which case the person can move forward with their application), not granted (in which case the person has to leave the Accessions process or look for a different program) or it needs more information to allow a decision to be made (in which case the person must provide the information to the adjudicating party).

1.3.1.2.3 Medical Waivers

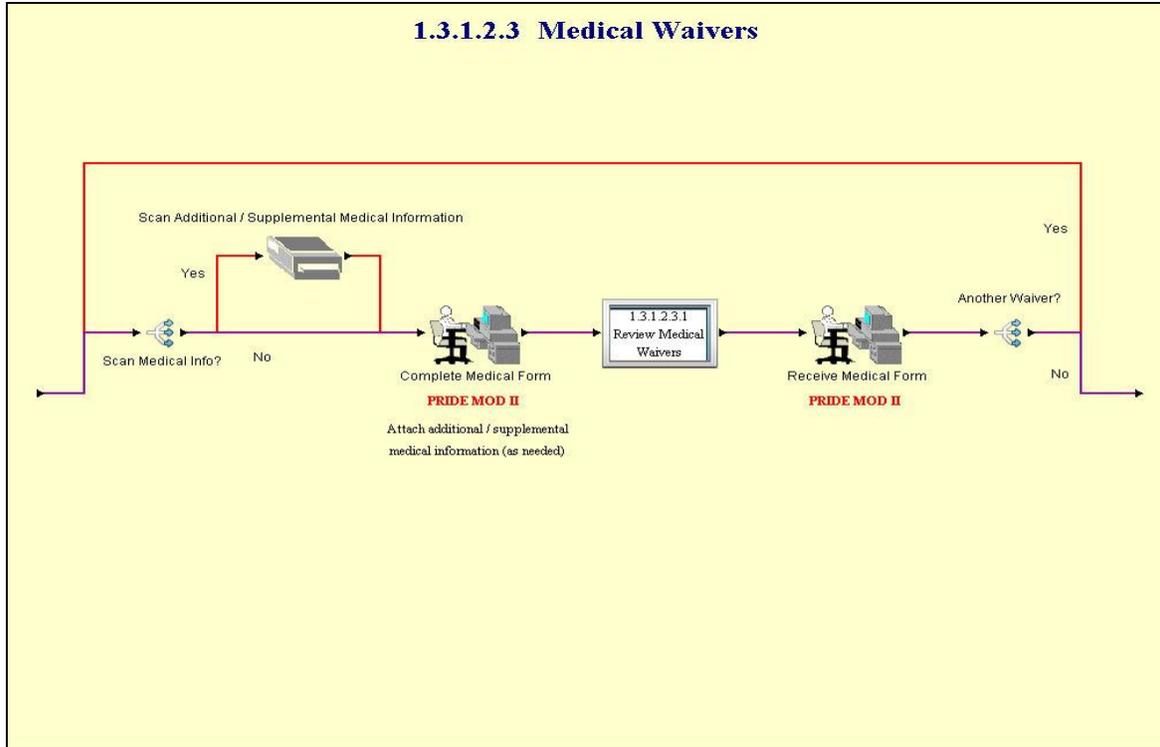


Figure 76 - Medical Waivers

PRIDE Modernization Business Rule: Medical waivers are needed for applicants with medical conditions that might affect their ability to do certain jobs. Medical waiver forms will be contained in PRIDE Mod II and routed via workflow.

Before the waiver is officially reviewed, all supplementary medical information such as doctors evaluations, ICD-9 information, outside medical contract physicals, etc. must be scanned into the system and electronically attached to the file.

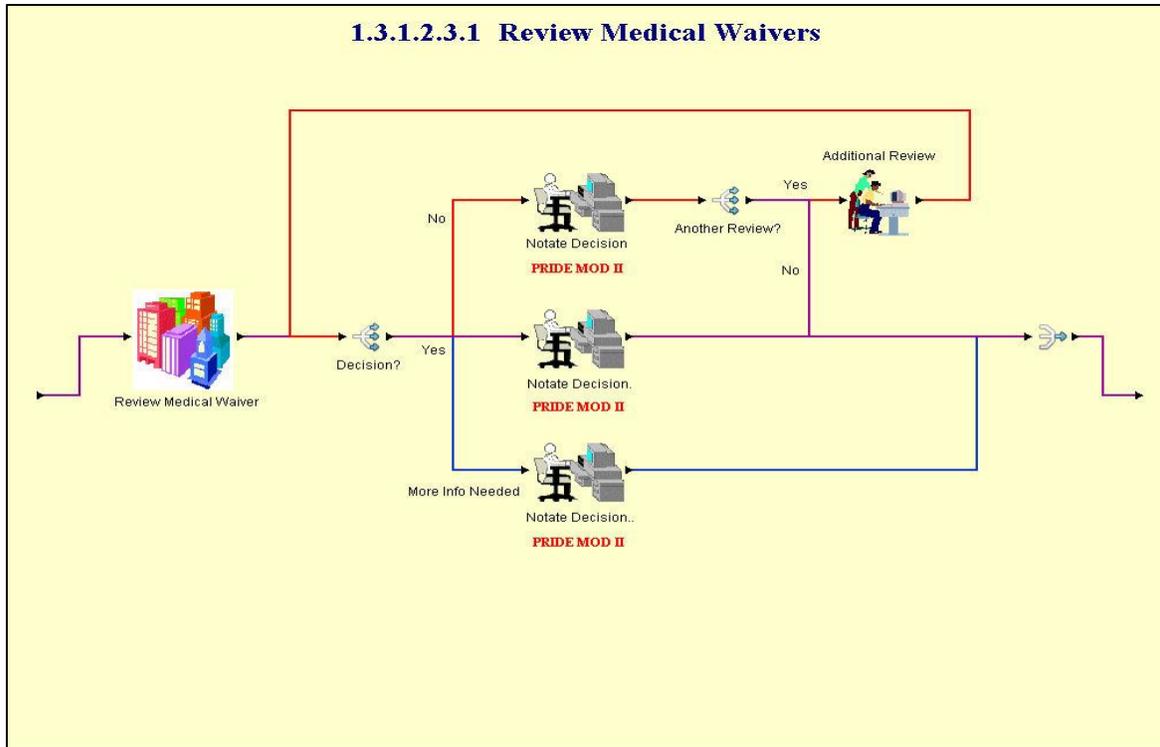


Figure 77 - Review Medical Waivers

PRIDE Modernization Business Rule: Once the medical waiver is reviewed by a staff member at NRD, the waiver is either granted (in which case the person can move forward with their application), not granted (in which case the person has to leave the Accessions process or look for a different program) or it needs more information to allow a decision to be made (in which case the person must provide the information to the adjudicating party).

3.3.4.3.5.1 Track Waiver Types and Disposition

3.3.4.3.5.1.1 *The system shall have the ability to receive an optical or pdf file from WebRTools or the capability to upload the documents directly into PRIDE MOD II. Documents include the following:*

- Birth certificate
- Advanced pay grade support documents
- Education
- SSN
- The following are conditional documents:
 - Waiver letters – medical, full kit, and points program
 - Marriage certificates
 - Child(ren) birth certificates
 - Citizenship

- DD Form 680 – prior service record
- College transcripts / diploma
- Legal name change documents
- Parental consent for applicants under the age of seventeen years.

3.3.4.3.5.1.2 *The system shall have the ability to send these optical or .pdf files to eSOA as appropriate (as listed above in 3.3.3.3.6.1.1).*

3.3.4.3.5.2 *Waiver Maintenance*

3.3.4.3.5.2.1 *The system shall allow the user to add, modify, and delete Waiver Approval Authority information.*

3.3.4.3.5.2.2 *The system shall have the ability to add, delete or modify Waiver work flow paths by waiver type.*

3.3.4.3.5.2.3 *The system shall allow the user to route CNRC waivers through an identified chop chain and allow for initials and the date (yyyymmdd) of the chop.*

3.3.4.3.5.2.4 *The system shall have the ability to add authorized Users for waiver processing as identified by CNRC HQ*

3.3.4.3.5.3 *Create a Waiver Briefing Sheet*

3.3.4.3.5.3.1 *The system shall allow the user to add, modify, and delete the checklist for the following:*

- *Recruiter Enlistment / Re-enlistment (NAVCRUIT 1133/9)*
- *Tattoo Exception*
- *Dependent Family Member*
- *Major Misconduct/Civil Conviction*
- *Re-enlistment Code*
- *Initial Fitness Assessment/Physical Screening*
- *Program*
- *BEERS Basic and Situational*

3.3.4.3.5.3.2 *The system shall allow the user to add, modify or delete a waiver briefing sheet.*

3.3.4.3.5.3.3 *The system shall allow the user to add and modify routing and approval structure for the waiver request review process. Routing is based on user access.*

3.3.4.3.5.3.4 *The system shall allow the user to select a District by number as a default on the waiver briefing sheet, NAVCRUIT 1133/39.*

- *Recruiting Station by Station ID*

3.3.4.3.5.3.5 *The system shall allow the user to select a Recruiting Station by number as a default on the waiver briefing sheet, NAVCRUIT 1133/39.*

- *Recruiter's name*

- *Applicant's name (last, first, MI, and suffix)*

3.3.4.3.5.3.6 *The system shall allow the user to select from the following options for a Tattoo Exception to Policy Waiver Request (NAVCRUIT 1133/103):*

- *Active Duty*
- *Reserve*
- *Prior Service*
- *On Deck*

3.3.4.3.5.3.7 *The system shall allow the ability to remove documents from the applicant's file.*

3.3.4.3.5.3.8 *Manage Waiver Requests*

3.3.4.3.5.3.8.1 *The system shall provide the ability to populate the waiver request form using the applicant information in PRIDE Modernization for the following waiver types.*

- *Recruiter Enlistment / Re-enlistment (NAVCRUIT 1133/9)*
- *Tattoo Exception*
- *Dependent Family Member*
- *Major Misconduct/Civil Conviction*
- *Re-enlistment Code*
- *Initial Fitness Assessment/Physical Screening Program*
- *BEERS Basic and Situational*

3.3.4.3.5.3.8.2 *The system shall provide the ability for the user to enter data directly in a waiver request form.*

3.3.4.3.5.3.8.3 *The system shall allow the user to create a file traceable by SSN.*

3.3.4.3.5.3.9 *Waiver Approval Workflow (see process flows for actual business processes)*

3.3.4.3.5.3.9.1 *The system shall provide the following capabilities:*

- *To save a workflow*
- *To search for a workflow*
- *To edit a workflow by changing a deadline.*
- *To edit a workflow by deleting or adding a recipient.*

- 3.3.4.3.5.3.9.2 *If a workflow process has already begun, the system shall allow the user to edit the workflow steps that have not been completed.*
- *To apply an existing workflow to a waiver*
 - *To monitor progress of a waiver through the workflow*
- 3.3.4.3.5.3.9.3 *The system shall provide the ability for workflow processing of waiver request as follows:*
- *Enlisted Flow*
 - *Officer Flow*
- 3.3.4.3.5.3.9.4 *The system shall allow the user to add, modify, and delete the type of waiver required for an Applicant and allow for the selection of more than one type of waiver including:*
- *Dependent Family Member*
 - *ECM*
 - *Major Misconduct / Civil*
 - *RE-Code*
- 3.3.4.3.5.3.9.5 *The system shall allow the user create and route the following Waivers using workflow:*
- *Recruiter Enlistment / Re-enlistment (NAVCRUIT 1133/9)*
 - *Tattoo Exception*
 - *Dependent Family Member*
 - *Major Misconduct/Civil Conviction*
 - *Re-enlistment Code*
 - *BEERS Basic and Situational*
- 3.3.4.3.5.3.9.6 *When multiple waivers are involved, the system shall allow the user to route packages in the following order of precedence:*
1. *Dependent Family Member*
 2. *RE-Code*
 3. *Major Misconduct / Civil*

- 3.3.4.3.5.3.9.7 *The system shall provide the ability for the approving authority to process a waiver request as follows:*
- *Select an eligibility determination approval form from a drop-down window.*
 - *Enter the appropriate information (such as Approved, Disapproved, and Forward to Higher Authority, the name of District CO and the date (yyyymmdd) etc), on the form and save.*
 - *Electronically notify the NLO of the disposition*
- 3.3.4.3.5.3.9.8 *The system shall provide the ability for all authorized users to view documents associated with the waiver. This will include all WEB RTools scanned documents, Waiver Checklists, Waiver requests, and PRIDE Modernization related forms.*
- 3.3.4.3.5.3.9.9 *The system shall allow the user to select one or more of the following types of waivers:*
- *DEF*
 - *DEN*
 - *DEM*
 - *Exception to Policy (identify Policy)*
 - *Medical Data pulled from DD Form 2808:*
 - *Height*
 - *Weight*
 - *Body fat*
 - *Note: Lab work cleared by medical:*
 - *Human Immunodeficiency Virus (HIV)*
 - *DAT will be passed to medical personnel upon request*
- 3.3.4.3.5.3.9.10 *The system shall allow the user to add, modify, and delete information concerning the program for which the Applicant is applying.*
- 3.3.4.3.5.3.9.11 *The system shall provide the capability to specify the following in support of the workflow creation process:*
- *The name of the resource*
 - *The system location of the waiver to be reviewed*
 - *The notification method, either e-mailed through an external server or available only in the system*
 - *The name or organizational role to notify that the waiver is ready for review*
 - *The order in which reviewers are to be notified*
 - *The deadline for each step in the process, which may be expressed as:*
 - *A specific date*
 - *A period of time after notification, in hours, days, or weeks*
 - *The action(s) the system should take if the deadline is not met:*
 - *Individual(s) or organizations(s) to notify of the lack of response*
 - *Whether the failure to respond is accepted as "Approved"*

- *The action(s) the system should take if the resource is not approved:*
 - *Individual(s) or organization(s) to notify*
 - *Whether to continue in the workflow*
- *The action(s) the system should take after the waiver is approved by all reviewers:*
 - *Placement of the approved resource in the library*
 - *Effective date of the waiver*
 - *Waiver codes assigned*
 - *Notification of all individuals involved*

3.3.4.3.5.4 Import and Transmit Supporting Documents and Pictures

3.3.4.3.5.4.1 The system shall have the ability to receive and store documents (for a given SSN) submitted by the Recruiter in WEB RTools. Waiver request final disposition shall be reported back to WEB RTools.

3.3.4.3.5.4.2 The system shall allow the user to add and modify an Applicant's SSN with corresponding documentation provided to the NLO or EPDS.

3.3.4.3.5.5 Display the Status of Waivers

3.3.4.3.5.5.1 The system shall have the ability display, export and print waiver status reports to include the following data elements:

- *SSN*
- *Waiver Type*
- *Current approval chain location*

3.3.4.3.5.5.1.1 The system shall maintain a log of approved eligibility waivers to include the following information:

- *Name (Last, First, and MI)*
- *SSN*
- *Date Submitted*
- *Waiver Type (Text Field)*
- *Waiver Approved (Yes or No)*
- *Name of Waiver Processor (Last, First, and MI)*
- *Job / Program (Text Field)*
- *Number of Points waived*

3.3.4.3.5.5.2 The system shall track the status of all shipping subcategories (e.g., Work Force Attained (WFA), Nuclear Field Attained (NFA), New Contract Attainment (NCA), One Navy shipping).

3.3.4.3.5.5.3 The system shall have the ability display all documents associated with an applicant.

3.3.4.3.5.6 Alerts

3.3.4.3.5.6.1 Waiver Notification shall include:

- Identification of the originating individual, District, Region, or USMEPCOM
- The deadline for the reviewer's decision
- The method of accessing the waiver under review
- The method for indicating approval and the ability to enter comments
- The method for indicating disapproval and the ability to enter comments

3.3.4.3.5.6.2 The system shall notify the user by waiver type if a waiver package linked to the SSN is already in the system.

3.3.4.3.5.6.3 The system shall alert the NLO that an applicant has a waiver pending and not allow the applicant to ship or confirm

3.3.4.3.5.6.4 The system shall notify the District of the disposition of an ECM rate and paygrade determination and allow the District to print an approval or disapproval letter.

3.3.4.3.5.6.5 The system shall notify the District of the disposition of the Dependent waiver and print an approval or disapproval letter.

3.3.4.3.5.6.6 The system shall notify the District of disposition of the Major Misconduct / Civil waiver and allow the user to print an approval or disapproval letter.

3.3.4.3.5.6.7 The system shall notify the District of the disposition of the RE-Code waiver and allow the user to print an approval or disapproval letter.

Suggestion: There are currently 11 different Nuclear Field (NF) eligibility determinations types. They could each be assigned a 3 or 4 character abbreviated code and selected in drop-downs from a maintenance table. These drop-downs could be made to appear to the classifier at some point after NF is selected as the applicant's job. There needs to be at least 11 drop-downs available. That is the maximum possible number of different NF eligibility determinations that one individual could have.

The waiver codes would be as follows:

- Academic AC1
- Citizenship Type 1 CIT1
- Citizenship Type 2 CIT2
- Civil In DEP CID
- Drug DRUG
- NAPT Retest NAPR
- Age AGE2
- Financial FIN2
- Non-Traditional Ed NTE2
- Prior Service Type 1 PS1
- Prior Service Type 2 PS2

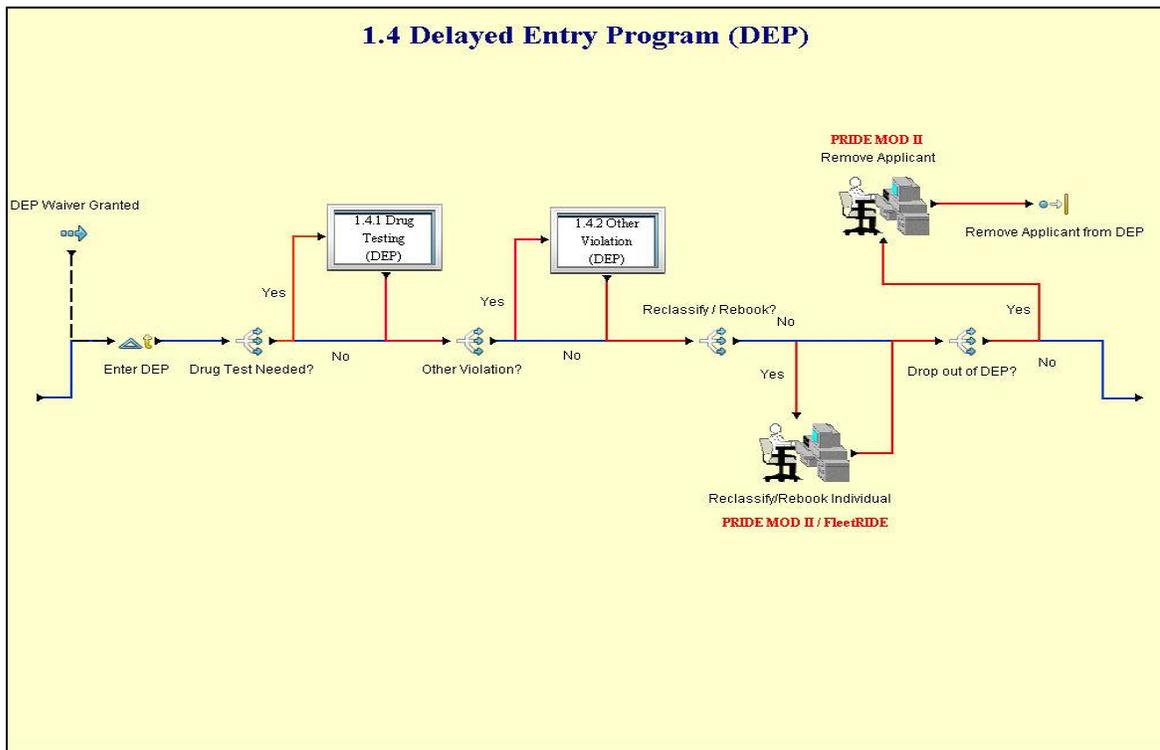


Figure 78 - Delayed Entry Program

After gaining acceptance to the Navy, the person enters the Delayed Entry Program (DEP) for a period of time until he or she “ships” (i.e. given tickets, info, physical, etc.) from USMEPCOM to the Recruit Training Center (RTC) for boot camp. From RTC there are other schools (A, C, and F) where special skills are taught.

During this time period the person may be subjected to random drug testing or legal action that could result in needing to be reclassified or rebooked. This could affect the person’s bonus/incentive.

Attrition is possible due to many circumstances. (e.g., drug or other violations, pregnancy, change of mind, etc.) at which time the Sailor’s record is amended, but it is maintained for 6 years although he / she is no longer an active applicant.

1.4.1 Drug Testing (DEP)

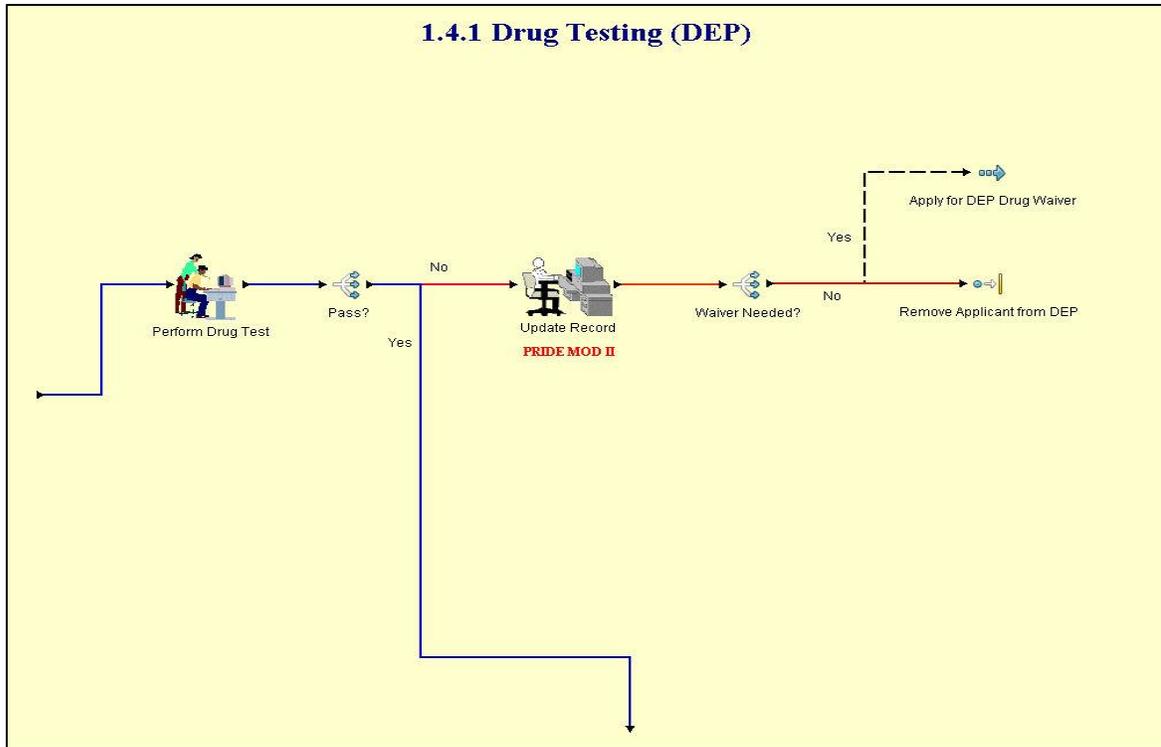


Figure 79 - Drug Testing (DEP)

During DEP the person may be subjected to random drug testing. If it is a minor offense a waiver will be required to remain in DEP. However, it is possible a positive test for a major infraction could lead to dismissal from the Navy. The Sailor's record is amended, but it is maintained for 6 years although he / she is no longer an active applicant.

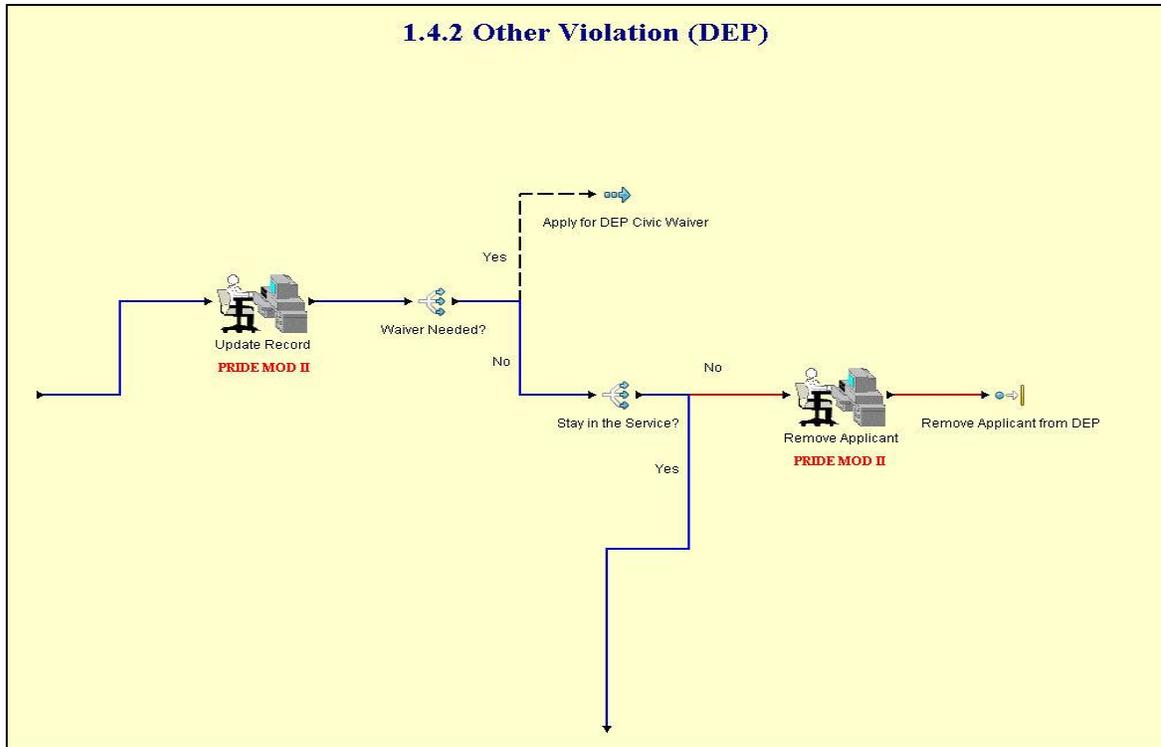


Figure 80 - Other Violation (DEP)

During DEP the person may commit a violation that requires an eligibility determination. If it is a minor offense a waiver will be required to remain in DEP. However, it is possible a major infraction could lead to dismissal from the Navy. The Sailor's record is amended, but it is maintained for 6 years although the applicant is no longer active.

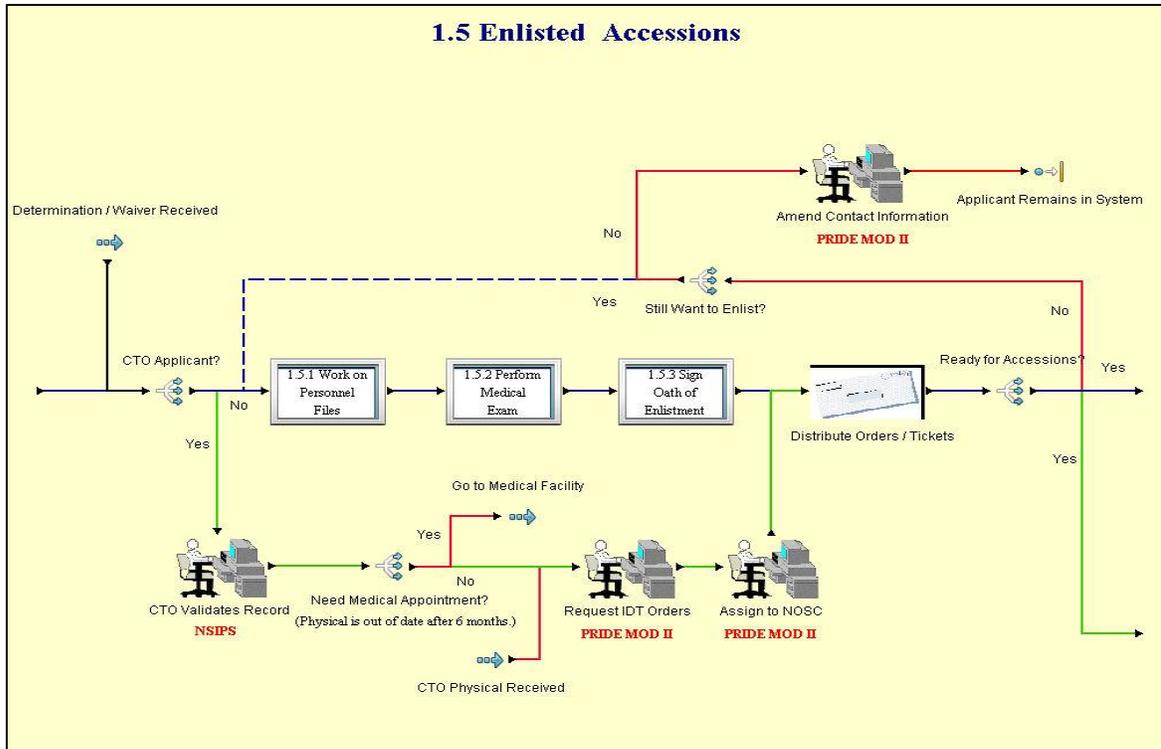


Figure 81 - Enlisted Accessions Processes

PRIDE supports the Enlisted Accessions process by providing enlisted applicant classification, initial input to the enlisted service record, and allocation of training resources. Classifiers use PRIDE to assist the applicant in selecting the job that is the best fit for the applicant and the Navy. PRIDE captures enlisted applicant qualifications data (e.g. aptitude, test scores, education, color perception, etc.) and determines the ratings and programs for which an enlisted applicant is best qualified. The system matches applicant qualifications to available programs as determined by the needs of the Navy and school seat quota availability to provide available options. PRIDE is also used to process incentives and waivers as required and to make Class A school reservations.

After DEP the person’s record is reviewed to ensure completeness. Any issues must be resolved before the person can ship to RTC. Individuals must also pass a medical reexam to ensure they are physically fit.

Once the person’s paperwork and background investigation is complete, they are required to sign the Active Duty Oath and sign a Navy contract, and then they will be given their orders / tickets to ship.

CTO applicants receive Inactive Duty for Training (IDT) orders which assign them to a Navy Operations Support Center (NOSC).

3.3.4.3.6 Reclassification/Rebook (CUSTOMER SUPPORT DESK (CSC) GREAT LAKES, PMO)

3.3.4.3.6.1 The system shall provide functionality that allows the user to reclassify and rebook accessions. This functionality shall automatically cancel any previous bookings associated with the applicant's social security number (with the exception of Delayed Entry seats, which cancel automatically after six working days (validate within PRIDE MOD II for all applicants).

3.3.4.3.7 Processing (Enlistment) - Prior to the system processing a confirm request the following applicant data elements will be validated:

- Dependency Status*
- Education Code*
- NIDT*

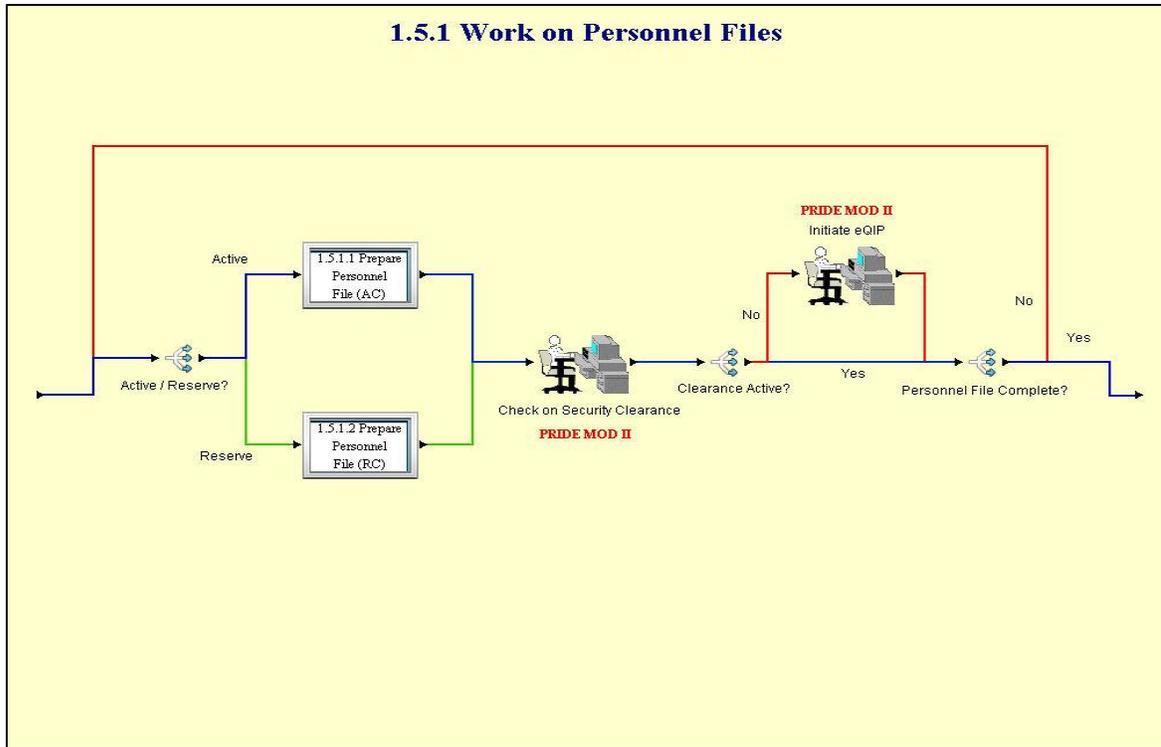


Figure 82 - Work on Personnel File (Active Component)

The NRD looks at the applicant's personnel file and locates any missing information. It is possible that the applicant might need to be reclassified at this time. The NRD also checks to make sure the individual's security clearance is active. If it is not active, a security investigation might need to be initiated in eQIP.

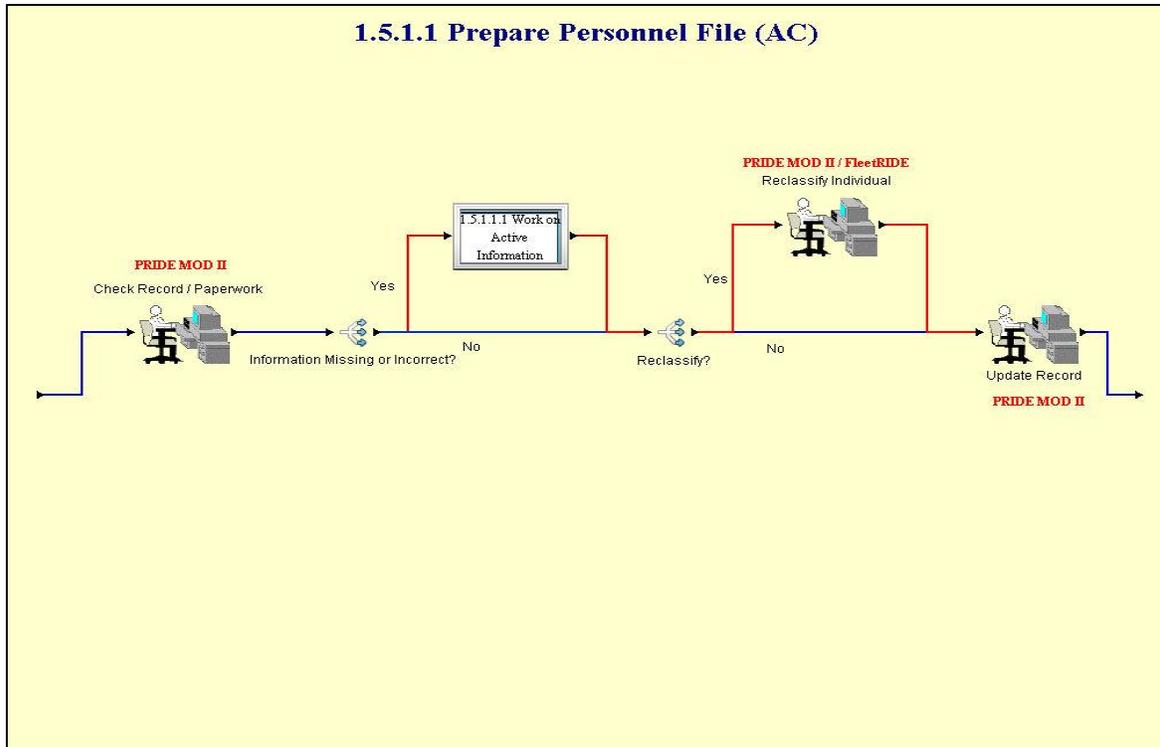


Figure 83 - Prepare Personnel File (AC)

The NRD checks the files for active duty applicants to ensure all the information is present. If something is missing, the NRD attempts to locate any missing information. It is also possible that the applicant might need to be reclassified at this time.

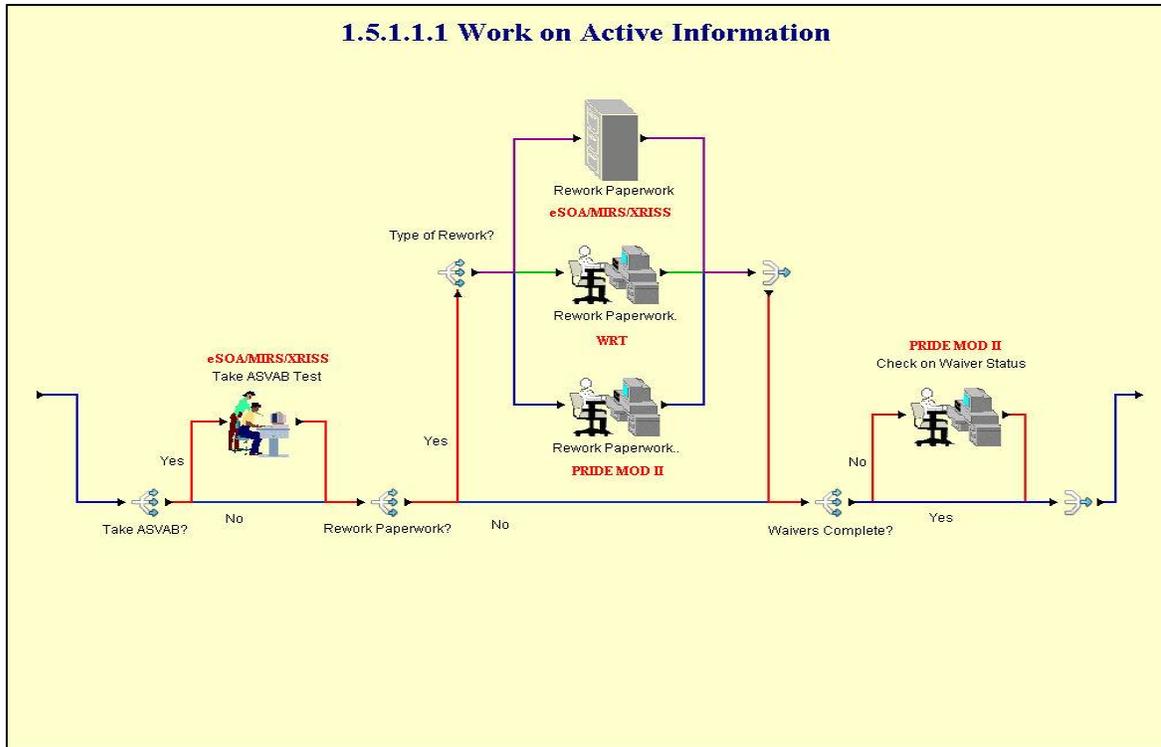


Figure 84 - Work on Active Information

The applicant’s personnel file must contain all relevant paperwork including all waiver approvals. The applicant also might need to retake the ASVAB test (or take it for the first time).

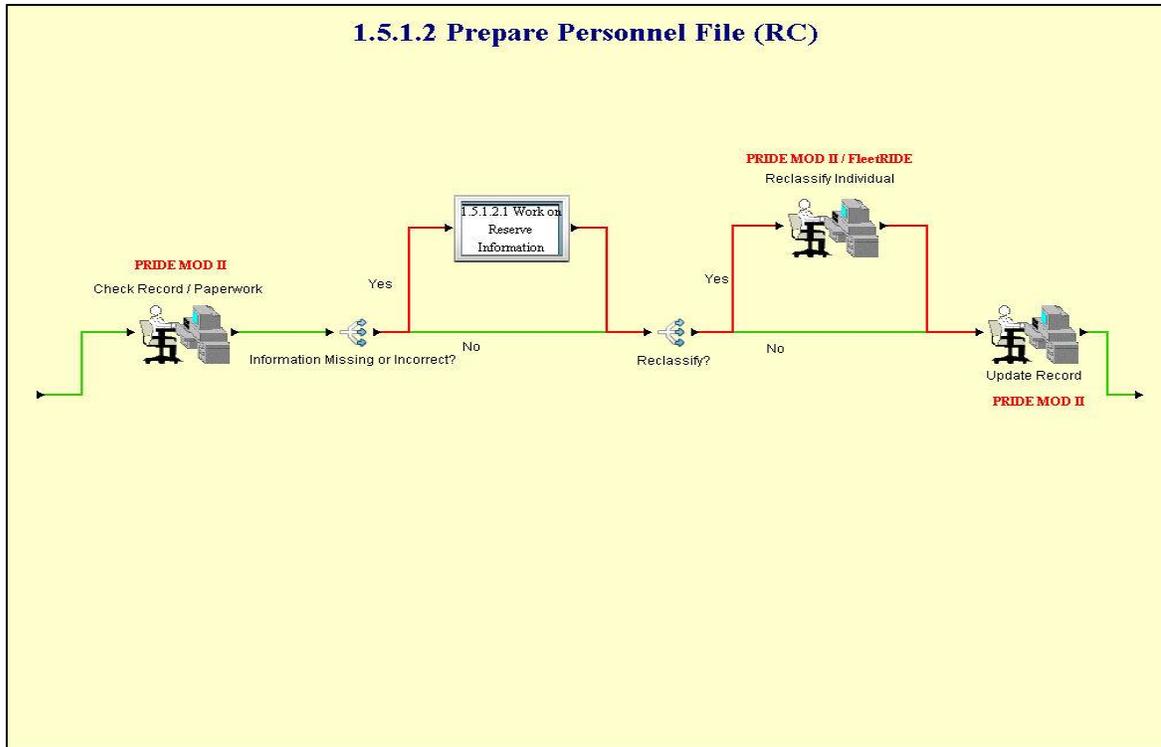


Figure 85 - Prepare Personnel File (RC)

The NRD checks the files for reserve duty applicants to ensure all the information is present. If something is missing, the NRD attempts to locate any missing information. It is also possible that the applicant might need to be reclassified at this time.

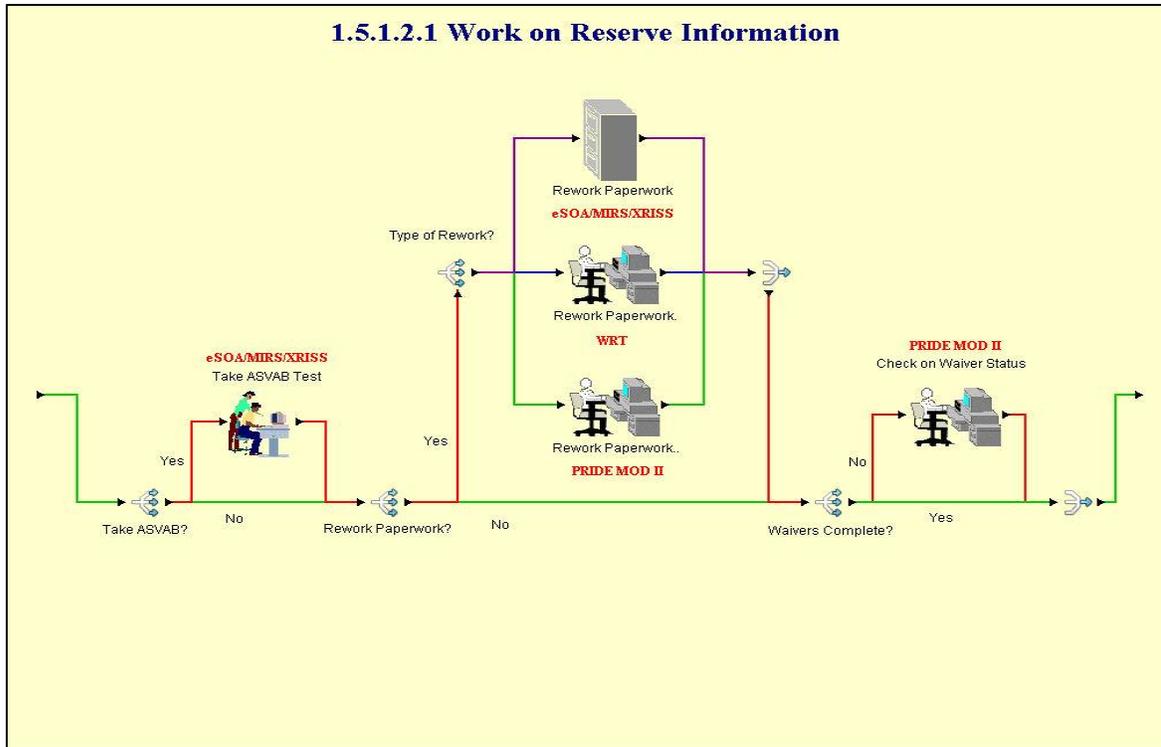


Figure 86 - Work on Reserve Component Information

The individual's personnel file must contain all relevant paperwork including all waiver approvals. The individual also might need to retake the ASVAB test (or take it for the first time).

3.3.4.3.7.1 Reserve Enlisted Processing:

- 3.3.4.3.7.1.1 *The system shall be able to receive an alert from NSIPS as soon as a member is gained into the Reserves to better facilitate the Sponsor Program. The NOSC should then be alerted of the gain.*
- 3.3.4.3.7.1.2 *The system shall allow recruiters to complete Reserve Enlisted Bonuses/Incentives forms from authoritative sources/systems.*
- 3.3.4.3.7.1.3 *The system shall enable NAVADMINS and other bonus/incentives policy directives to be loaded into the system for recruiters to review in order to provide up-to-date information.*

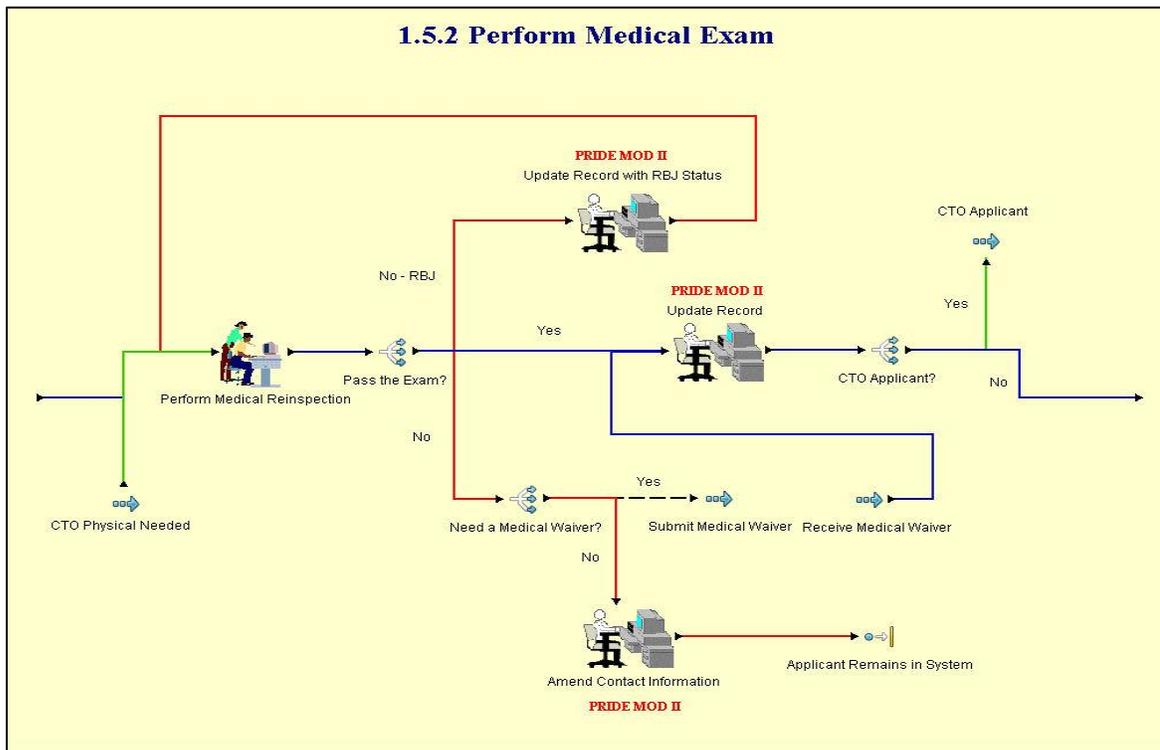


Figure 87 - Perform Medical Exam

Before an applicant can ship to RTC he or she must pass a physical reexamination. If the applicant passes the medical exam he or she is now ready to sign the Oath of Enlistment, unless the applicant is working with the CTO, in which case he / she is now assigned to a Navy Operations Support Center (NOSC).

The applicant may fail the medical reexam and need to receive a medical waiver to continue the accessions process. If the applicant is unable to obtain a waiver, he or she cannot become a member of the Navy. The record is amended, but it is maintained for 6 years although he / she is no longer an active applicant.

The exam might also reveal a minor medical condition in which case the person is labeled Return Best Justified (RBJ), meaning he or she needs another examination in a week or two after the condition has (hopefully) cleared up.

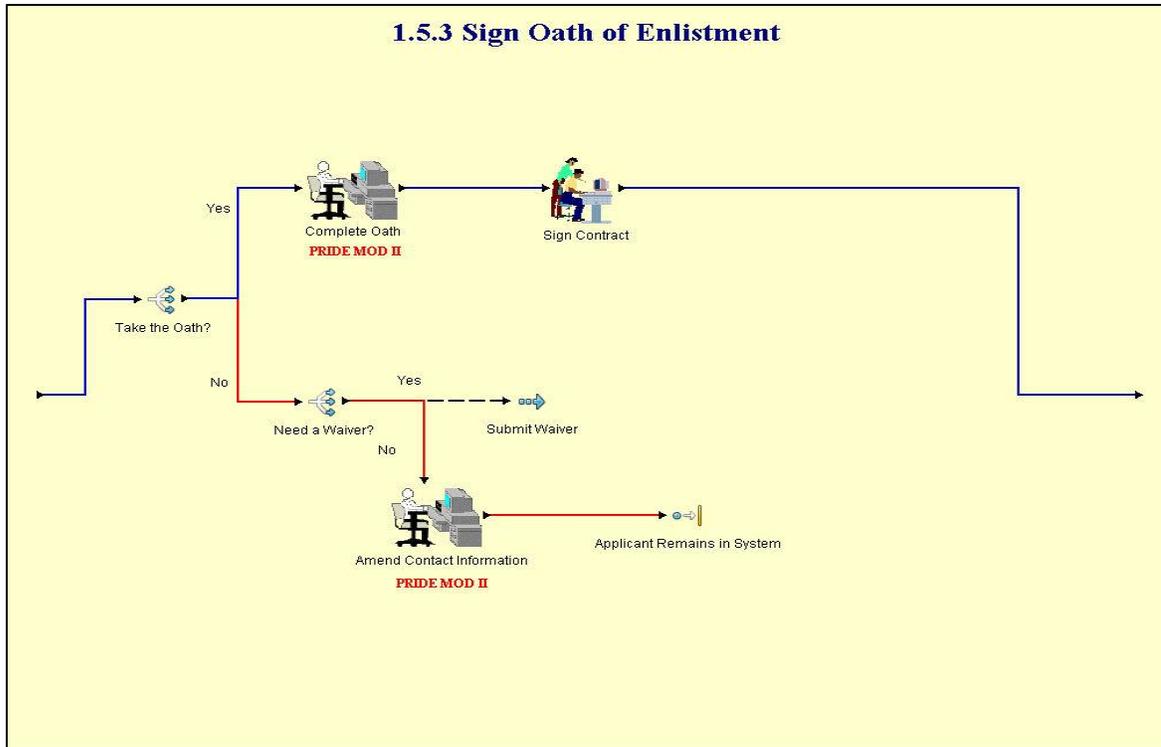


Figure 88 - Sign Oath of Enlistment

A Sailor needs to sign the Oath of Enlistment and sign a contract before shipping to RTC.

It is possible the person doesn't sign the Oath due to some last minute issue, in which case a waiver is needed to continue accessions. If the person is unable to obtain a waiver he or she cannot become a member of the Navy. Their record is amended, but it is maintained for 6 years although the applicant is no longer active.

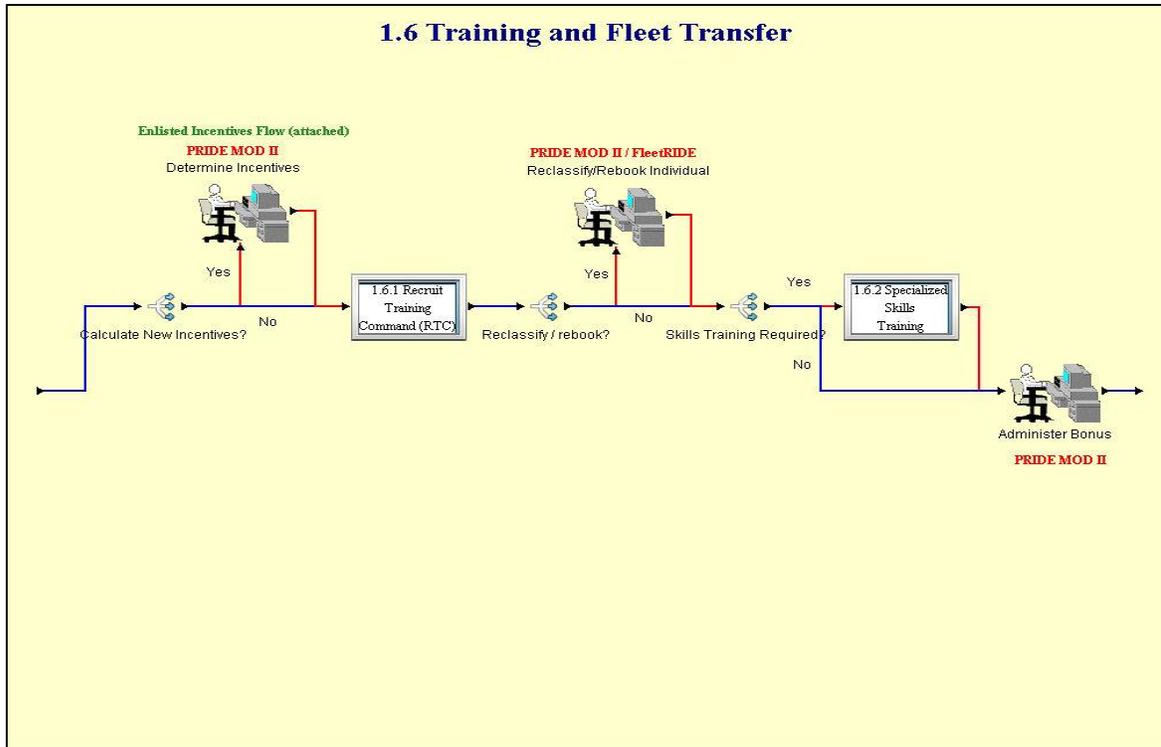


Figure 89 - Enlisted Training and Fleet Transfer

The person heads to the Recruit Training Center (RTC) for boot camp. Before shipping, however, it is possible that the person has acquired some additional education or training that might affect their incentives package.

After RTC there are other professional schools (A, C, and F) where special skills are taught. The person must attend these classes depending on the job they are preparing for.

Enlisted personnel receive their bonus after completing all of their education.

3.3.4.3.8 Shipping (Accession):

- 3.3.4.3.8.1 *The system shall provide electronic notification to the EPDS, Recruiter, RinC, and Classifier of Applicant's upcoming ship date. Waiver pending will be included.*

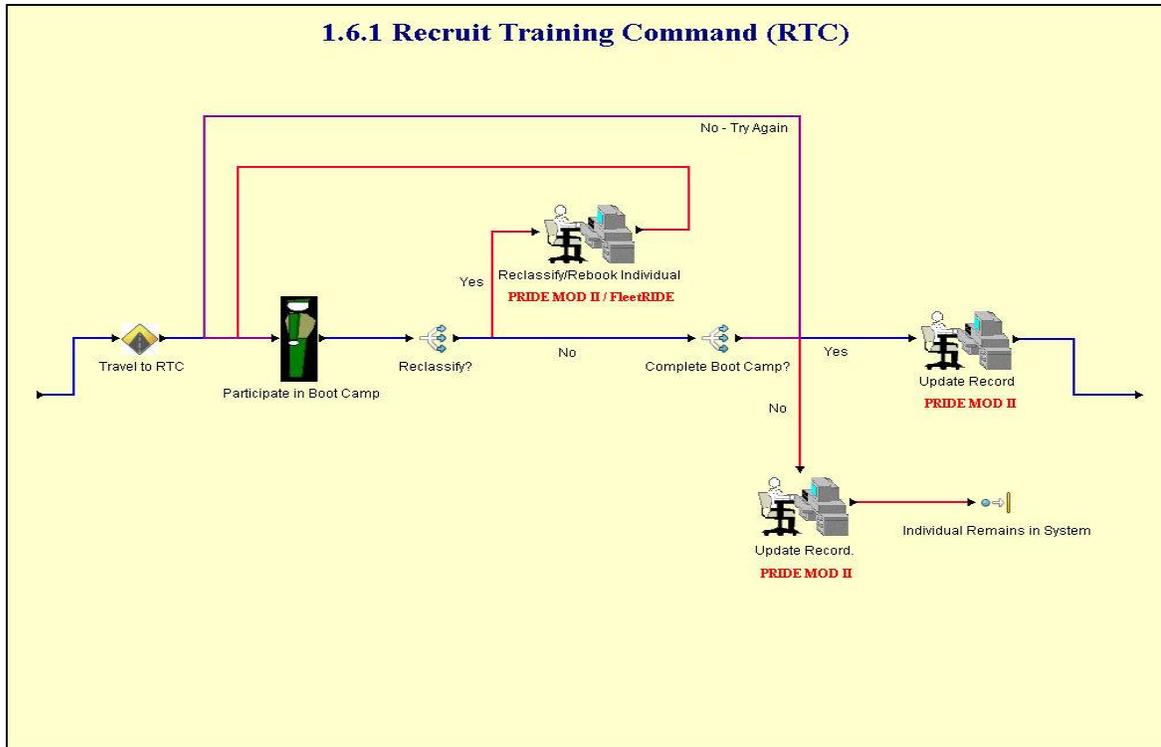


Figure 90 - Recruit Training Command (RTC)

The person attends boot camp at the RTC. It is possible that the person must reclassify/rebook during (or after) boot camp based on performance issues (they are not able to meet the demands of the previous classification).

It is also possible the person does not complete boot camp and leaves the service altogether. In this case their record is amended, but it is maintained for 6 years although he/she is no longer an active applicant.

1.6.2 Specialized Skills Training

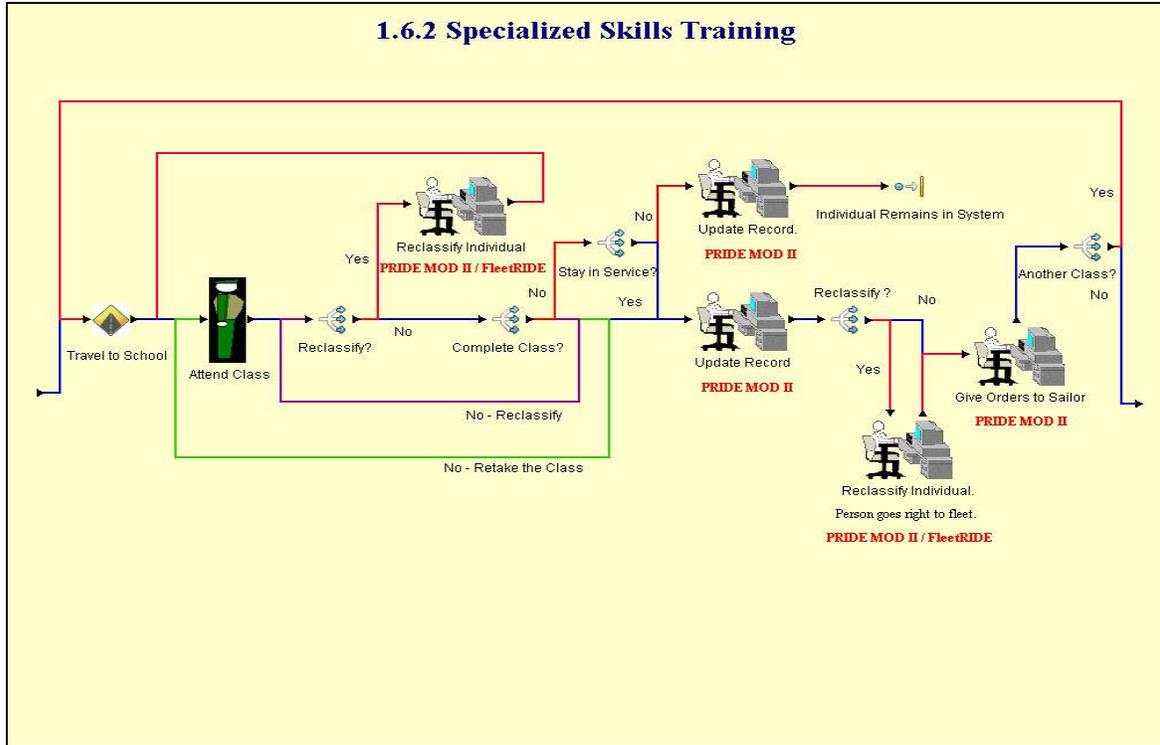


Figure 91 - Specialized Skills Training

Depending on the person's classification, they might be required to attend specialized schooling (A, C, and F schools). It is possible that the person must reclassify/rebook during (or after) these classes based on performance issues (they are not able to meet the demands of the previous classification). It is also possible the person does not complete a class and must either 1) retake the class, 2) reclassify, or 3) leave the service altogether.

After all schooling is complete the person is given their official orders.

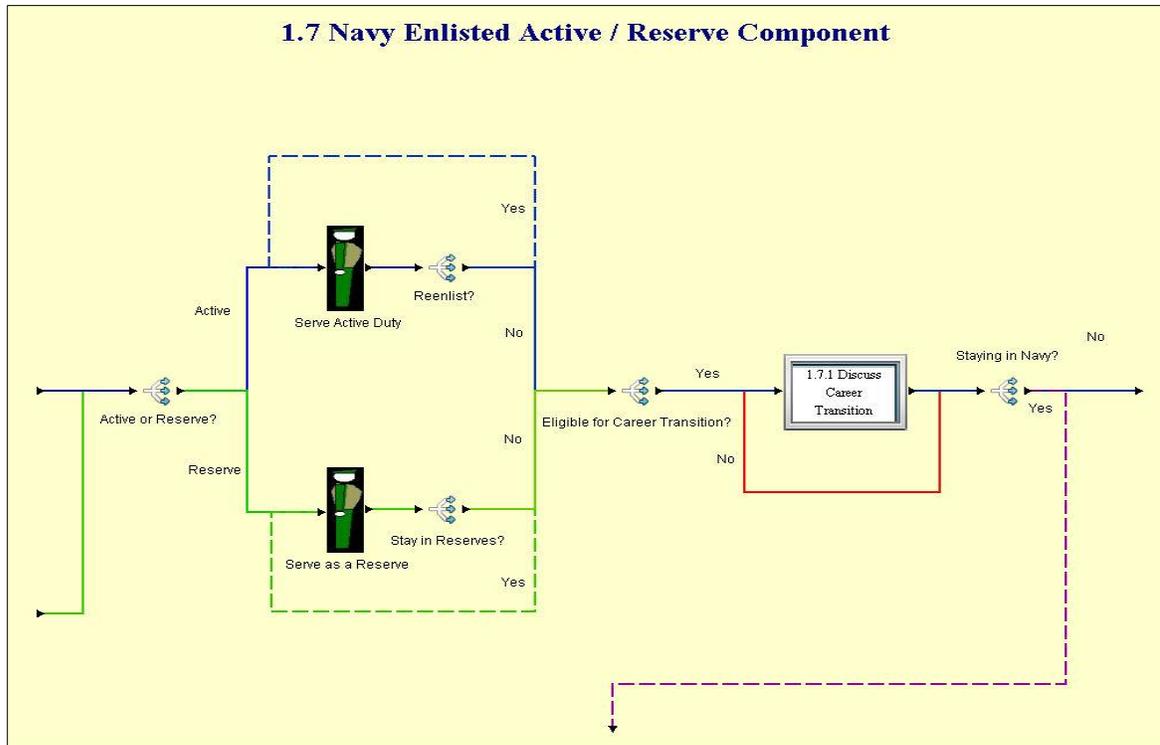


Figure 92 - Navy Enlisted Active and Reserve Component

The service member completes their active or reserve duty commitment. After completing this commitment they might reenlist, join the reserves, or stay in the reserves depending on their chosen career path.

The Career Transition Office helps administer career transitions for eligible members of the service.

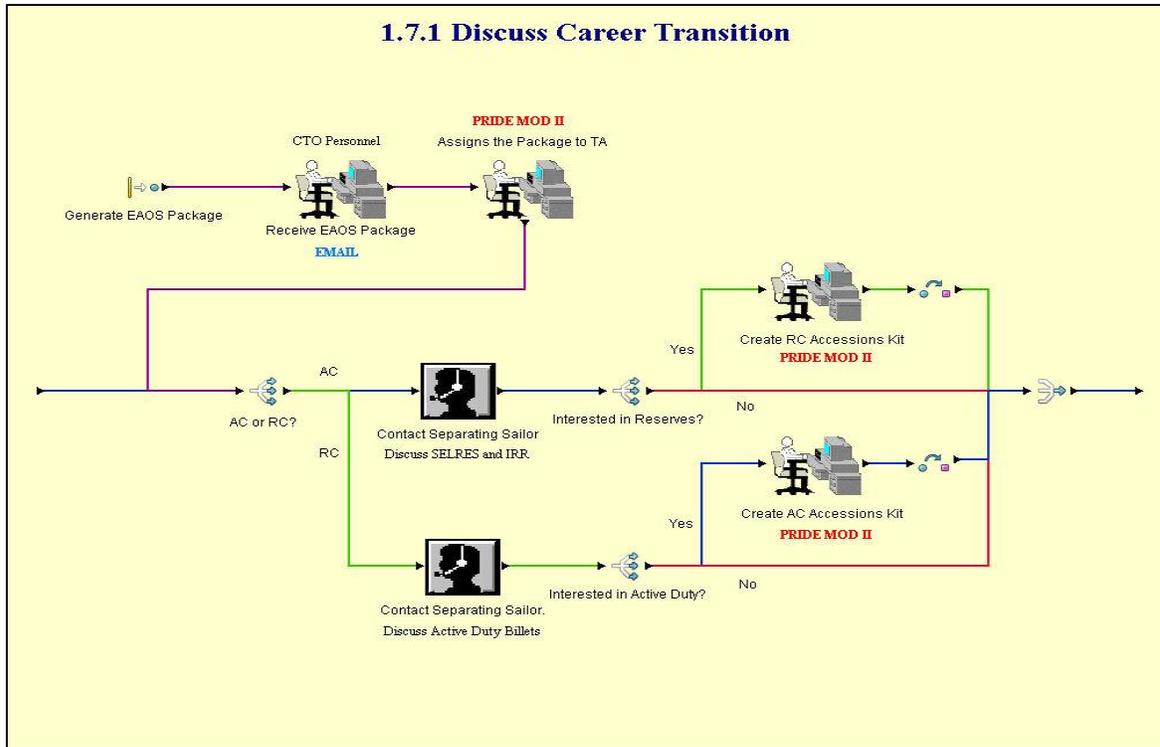


Figure 93 - Discuss Career Transition

The CTO facilitates the transfer of Active Component (AC) Enlisted personnel to the Reserve Component (Selected Reserve (SELRES) or Individual Ready Reserve (IRR)). There is no service commitment or obligation when joining the SELRES unless they take a bonus (which they can pay back if they decide to leave...). In IRR status the person is "2 yr deferment" eligible if their time away was less than 6 months.

Note Workflow:

The CTO also works with Enlisted RC personnel who want to transition back to AC.

CTO personnel receive End Active Obligated Service (EAOS) packages that contain the names of individuals whose service commitment is coming to an end. These packages are assigned to Transition Assistants (TAs) who then attempt to contact these individuals to inform/educate them on RC affiliation.

Upon an individuals' agreement to affiliate with RC, they will email or fax the required documents to the CTO TA who will create an accession Kit and then verify/validate the data by using available sources.

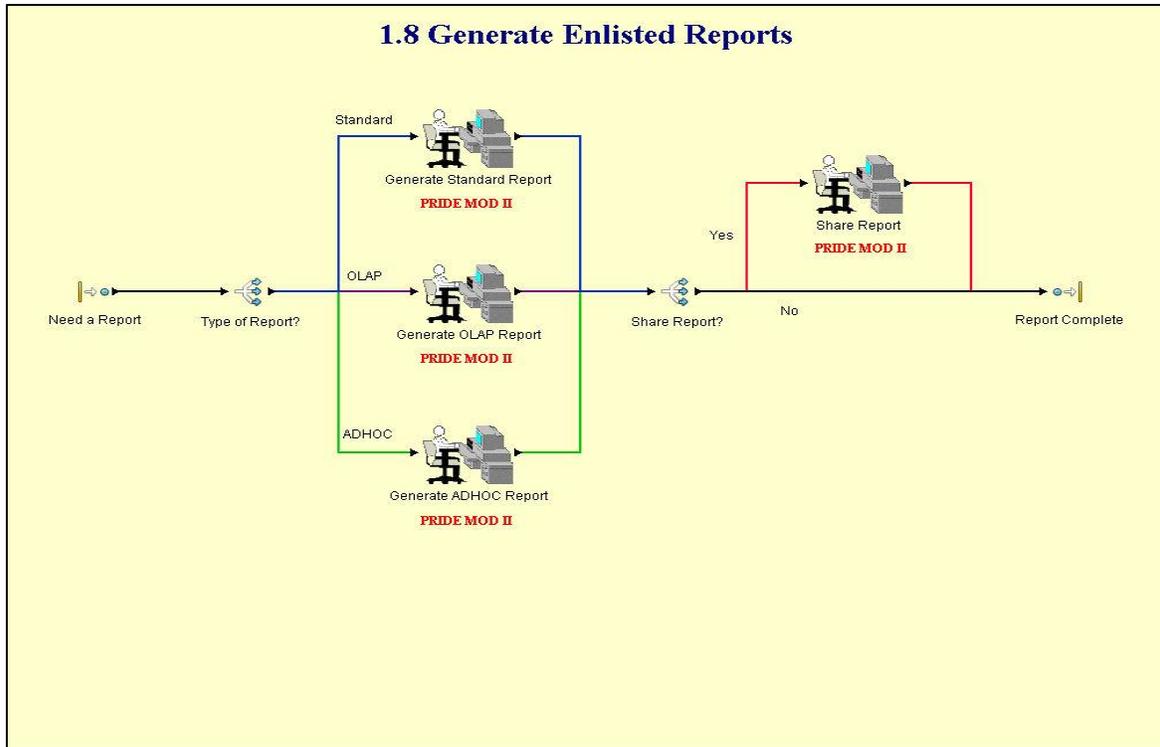


Figure 94 - Generate Enlisted Reports (Standard, Ad Hoc, and OLAP)

All PRIDE Mod II users need the ability to create Standard, Ad hoc, and OLAP reports. Standard reports should be generated in “one click” (maybe from a dashboard layout) and they should include some flexibility like filtering, etc. The Ad hoc reports need to be “easy” to generate and answer questions like “which schools produce the most engineers” and “which schools produce Hispanic chaplains”?

OLAP reports are roll-up reports that allow the user to perform data analysis by studying the data in different ways. Data groupings can be broken out into more granular views, even down to the individual service member level. Business objects will be used to generate OLAP report.

All the reports need to be easy to view, print, and share in a variety of formats.

- 3.3.4.3.8.2 *The system shall generate user friendly Standard and Ad hoc reports using the “one click” method and filtering capabilities (for example, which schools produce the most engineers and which schools produce Hispanic Chaplains).*

1.9 Goaling Allocation Process



Figure 95 - Goaling Allocation Process

N-13 sends a letter with the goal numbers (which is the NUMBER HIRED (the end-state)), and then executes based on these goals. PRIDE monitors these goaling milestones and helps communicate the information from HQ to the field level at any given time.

1.10 Manage Application Portal

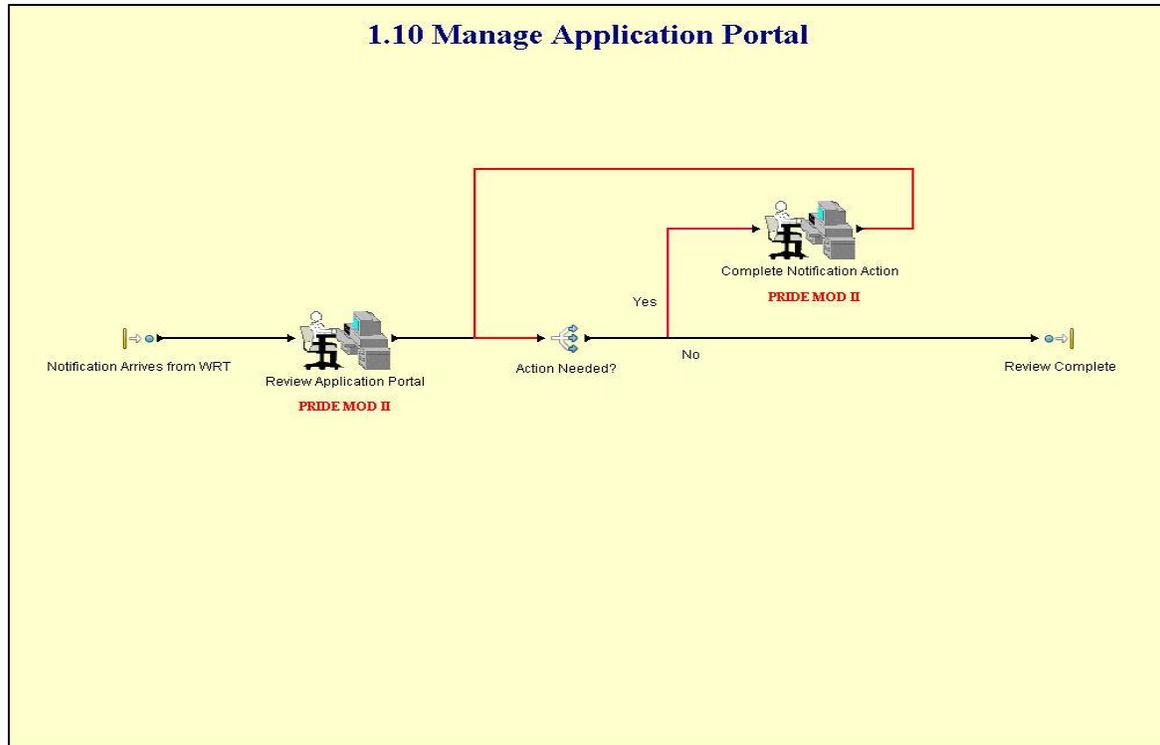


Figure 96 - Manage the Application Portal

PRIDE Mod II needs to contain a wide variety of system alerts and messages to provide status for different required actions. Each user can monitor their own application portal page to see an up-to-date listing of all their alerts and messages.

3.3.4.4 Establish and Maintain Point System:

3.3.4.4.1 *The system shall allow the user to establish, modify, store, and perform ad-hoc query points by Recruiter, Station, District, Region, and Nation.*

3.3.4.4.2 *The system shall maintain a ranking of Recruiter and geographic subcategories based on point values.*

3.3.4.4.3 Track Award Standing:

3.3.4.4.3.1 *The system shall track all events included in the Enlisted Recruiting Incentive System (ERIS) and tie each event to a specific Recruiter, Classifier, Station, District, and Region.*

3.3.4.4.4 Recognize Performance:

3.3.4.4.4.1 *The system shall allow the user to indicate whether an Applicant is part of the CFP.*

3.3.4.4.4.2 *The system shall allow the user to extract production and goals data for external analysis in order to allow Management to identify trends, problems, and opportunities. The user shall have access to the following data geographically by Recruiter, Station, District, Region, and Nation:*

- *Goals*
- *Attainment*
- *Productivity*
- *Attrition*

3.3.4.4.4.3 *Data will be available monthly, seasonally, annually, and within pre-defined date parameters.*

3.3.4.4.4.4 *The system shall be able to determine the missing data elements.*

3.3.4.5 Manage Staff Personnel:

3.3.4.5.1 *The system shall provide the ability to store and access Recruiting force personnel data including:*

- *Recruiter's Name*
- *Recruiter's SSN*
- *Recruiter's Station*
- *Recruiter's Zone*
- *Recruiter's District*
- *Recruiter's Region*

3.3.4.5.2 *The system shall allow the user to define the hierarchy of each Recruiter. The system shall store the following information:*

- *The Station to which the Recruiter belongs*
- *The Zone to which the Station belongs*
- *The District to which the Zone belongs*
- *The Region to which the District belongs*

- 3.3.4.5.3 *The system shall provide the ability to generate reports for a given time from Station and Recruiter Production per Recruiter (PPR), which is a percentage determined by the number of new contracts a Recruiter accesses based on a predefined period, usually monthly.*
- 3.3.4.5.4 *Capture Metrics on Job Sales (add requirements to this section).*
- 3.3.4.5.5 *Awards / Recognition:*
- 3.3.4.5.5.1 *The system shall compare National, Region, and District production against all goal and objective categories.*
 - 3.3.4.5.5.2 *The system shall track Enlisted New Contract goal attainment relative to National, Region, and District goals.*
 - 3.3.4.5.5.3 *The system shall automatically credit the New Contract goal attainment when an Applicant signs a contract for the first time to the Nation, Region, and District.*
 - 3.3.4.5.5.4 *The system shall adjust the New Contract attainment credit for the Nation, Region, District, Station, Classifier, and Recruiter when reclassification places the Applicant in a special program category.*
 - 3.3.4.5.5.5 *The system shall track Enlisted Accessions (Shipping) goal attainment when an Applicant ships to RTC relative to the Nation, Region, and District.*
 - 3.3.4.5.5.6 *The system shall automatically credit to the Nation, Region, District, Station, Classifier, and Recruiter for Enlisted Accession (shipping) goal attainment when an Applicant ships to RTC.*
 - 3.3.4.5.5.7 *The system shall automatically debit by one the Nation, Region, District, and Station goal attainment when a Recruit attrites in the month of the attrite.*
 - 3.3.4.5.5.8 *The system shall automatically debit by one the Nation, Region, District, and Station goal attainment when an Applicant attrites from the DEP.*
 - 3.3.4.5.5.9 *The system will track changes made at RTC due to reclassification but will not change New Contract or Accession credit to the Recruiter, Station, District, or Nation goal attainment.*
 - 3.3.4.5.5.10 *The system shall allow the user to establish and maintain a point system for ranking Enlisted Recruiters and Classifiers in support of the award and recognition process.*

3.3.4.5.5.11 *The system shall allow automatic modification of award points and categories based on changes in the competition system.*

3.3.4.5.5.12 *The system shall maintain a ranking of Regions based on point values.*

3.3.4.5.5.13 *The system shall maintain a ranking of Districts based on point values.*

3.3.4.5.5.14 *The system shall allow Recruiters and Classifiers to view their current rankings in the point system.*

3.3.4.6 News (Enlisted)

3.3.4.6.1 *The system shall allow the user to input announcements in a bulletin board format.*

3.3.4.6.2 *The system will allow the user to input text, tables, graphs, charts, and data in any form friendly to Microsoft Office in an expandable field.*

3.3.4.6.3 *The system shall allow changes and priority announcements to be visible when users log-in to the system within a hyperlinked active APL memo field.*

3.3.4.6.4 *The system shall notify the user when a new notice is submitted.*

3.3.5 Workflow Management

- 3.3.5.1 *The system shall provide process automation features including tracking and workflow, case management, conflict resolution, routing/scheduling, and correspondence management.*
- 3.3.5.2 *The system shall alert each organizational code of the workflow status (such as when new documents are available to view or new workflow routing occurs).*
- 3.3.5.3 *The system shall provide BUMED and CCPD organizations access to workflow for medical and credential information passing to and from NRC and these organizations.*
- 3.3.5.4 *The system workflow shall be flexible in nature and distinct based on a program designator i.e. one program designator shall have the ability to select before physical and another shall have the ability to physical before selection or pro-board.*
- 3.3.5.5 *The system shall allow for simultaneous processing of the medical determinations current with the professional determination for officer applicants.*
- 3.3.5.6 *The system shall receive from NETC via CeTARS officer applicant graduation, roll back, reclassification and attrition from OCS, ODC, ODS.*
- 3.3.5.7 *The system shall maintain officer records that have been initiated or declined for a period of 2 years from the last date of submission or processor action (i.e. PRIDE MOD II shall have the ability to recreate the record).*
- 3.3.5.8 *The system shall allow the origination of an officer record to include professional licenses/licensing or professional certifications.*

3.3.6 Eligibility Determinations and Medical Waivers

- 3.3.6.1 *Track Waiver Types and Disposition - The system shall record verification of supporting documents based on the specific waiver as identified in the waiver type checklist:*
 - *Birth*
 - *Waiver Letters – Medical, Full Kit, and Points Program*
 - *Advanced pay grade support documents*
 - *Education*
 - *SSN*
 - *Marriage Certificate*
 - *Child(ren) Birth Certificate(s)*
 - *Citizenship*
 - *DD Form 680 – Prior Service Record*
 - *College Transcripts / Diploma*
 - *Legal Name Change documents*

- *Parental Consent for Applicants under the age of seventeen years*

3.3.6.2 Waiver Maintenance

3.3.6.2.1 *The system shall allow the user to add, modify, and delete Waiver Approval Authority information.*

3.3.6.2.2 *The system shall have the ability to add, delete or modify Waiver work flow paths by waiver type via the system workflow management module.*

3.3.6.2.3 *The system shall allow the user to route CNRC waivers through an identified chop chain and allow for initials and the date (yyyymmdd) of the chop.*

3.3.6.2.4 *The system shall have the ability to add authorized Users for waiver processing as identified by CNRC HQ.*

3.3.6.3 Create a Waiver Briefing Sheet

3.3.6.3.1 *The system shall allow the user to add, modify, and delete the checklist for the following:*

- *Recruiter Enlistment / Re-enlistment (NAVCRUIT 1133/9)*
- *Tattoo Exception*
- *Dependent Family Member*
- *Major Misconduct/Civil Conviction*
- *Re-enlistment Code*
- *Initial Fitness Assessment/Physical Screening Program*
- *BEERS Basic and Situational*

3.3.6.3.2 *The system shall allow the user to add, modify or delete a waiver briefing sheet.*

3.3.6.3.3 *The system shall allow the user to add and modify routing and approval structure for the waiver request review process. Routing is based on user access.*

3.3.6.3.4 *The system shall allow the user to select a District by number as a default on the waiver briefing sheet, NAVCRUIT 1133/39:*

- *Recruiting Station by Station ID*

3.3.6.3.5 *The system shall allow the user to select a Recruiting Station by number as a default on the waiver briefing sheet, NAVCRUIT 1133/39:*

- *Recruiter's name*
- *Applicant's name (last, first, MI, and suffix)*

3.3.6.3.6 *The system shall allow the user to select from the following options for a Tattoo Exception to Policy Waiver Request (NAVCRUIT 1133/103):*

- *Active Duty*
- *Reserve*
- *Prior Service*
- *On Deck*

3.3.6.3.7 *The system shall store and maintain Line Score eligibility with point waiver capability in order to identify Applicant's eligibility for specific programs or ratings and shall notify the user of required waivers.*

3.3.6.3.8 *The system shall allow the ability to remove documents from the applicant's file.*

3.3.6.3.9 *Manage Waiver Requests*

3.3.6.3.9.1 *The system shall provide the ability to populate the waiver request form using the applicant information in PRIDE Modernization for the following waiver types.*

- *Recruiter Enlistment / Re-enlistment (NAVCRUIT 1133/9)*
- *Tattoo Exception*
- *Dependent Family Member*
- *Major Misconduct/Civil Conviction*
- *Re-enlistment Code*
- *Initial Fitness Assessment/Physical Screening Program*
- *BEERS Basic and Situational*

3.3.6.3.9.2 *The system shall provide the ability for the user to enter data directly in a waiver request form.*

3.3.6.3.9.3 *The system shall allow the user to create a file traceable by SSN.*

3.3.6.3.10 *Waiver Approval Workflow*

3.3.6.3.10.1 *The system shall provide the following capabilities:*

- *To save a workflow*
- *To search for a workflow*
- *To edit a workflow:*
 - *By deleting a recipient*
 - *By adding a recipient*
 - *By changing a deadline*
- *If a workflow process has already begun, the system shall allow the user to edit the workflow steps that have not been completed.*
- *To apply an existing workflow to a waiver*
- *To monitor progress of a waiver through the workflow*

3.3.6.3.10.2 *The system shall provide the ability for workflow processing of waiver request as follows (for both active and reserve personnel):*

- *Enlisted Flow*
- *Officer Flow*

3.3.6.3.10.3 *The system shall allow the user to add, modify, and delete the type of waiver required for an Applicant and allow for the selection of more than one type of waiver including:*

- *Dependent Family Member*
- *ECM*
- *Major Misconduct / Civil*
- *Positive DAT*
- *RE-Code*
- *After-the-fact*
- *IFA /PST*

3.3.6.3.10.4 *The system shall allow the user create and route the following Waivers using workflow:*

- *Recruiter Enlistment / Re-enlistment (NAVCRUIT 1133/9):*
- *Tattoo Exception*
- *Dependent Family Member*
- *Major Misconduct/Civil Conviction*
- *Re-enlistment Code*
- *Initial Fitness Assessment/Physical Screening Program*
- *BEERS Basic and Situational*
- *ECM*

3.3.6.3.10.5 *When multiple waivers are involved, the system shall allow the user to route packages in the following order of precedence:*

- *ECM*
- *Dependent Family Member*
- *Tattoos*
- *RE-Code*
- *IFA / PST*
- *Major Misconduct / Civil*

3.3.6.3.10.6 *The system shall provide the ability for the approving authority to process a waiver request as follows:*

- *Select a waiver approval form from a dropdown window.*
- *Enter the appropriate information (such as Approved, Disapproved, and Forward to Higher Authority, the name of District CO and the date (yyyymmdd) etc), on the form and save.*

- *If forwarded to higher authority, an alert will be sent to the higher authority that workflow is required.*
- *Electronically notify the NLO of the disposition.*

3.3.6.3.10.7 *The system shall provide the ability for all authorized users to view documents associated with the waiver. This will include all WEB RTools scanned documents, Waiver Checklists, Waiver requests, and PRIDE Modernization related forms.*

3.3.6.3.10.8 *The system shall allow the user to select one or more of the following types of waivers:*

- *DEF*
- *DEN*
- *DEM*
- *Exception to Policy (identify Policy)*
- *Medical Data pulled from DD Form 2808:*
 - *Height*
 - *Weight*
 - *Body fat*
- *Lab work cleared by medical:*
 - *Human Immunodeficiency Virus (HIV)*
 - *DAT*

3.3.6.3.10.9 *The system shall allow the user to add, modify, and delete information concerning the program for which the Applicant is applying.*

3.3.6.3.10.10 *In support of the workflow creation process, the system shall provide the capability to specify the following:*

- *The name of the resource*
- *The system location of the waiver to be reviewed*
- *The notification method, either e-mailed through an external server or available only in the system*
- *The name or organizational role to notify that the waiver is ready for review*
- *The order in which reviewers are to be notified*
- *The deadline for each step in the process, which may be expressed as:*
 - *A specific date*
 - *A period of time after notification, in hours, days, or weeks*
- *The action(s) the system should take if the deadline is not met:*
 - *Individual(s) or organizations(s) to notify of the lack of response*
 - *Whether the failure to respond is accepted as "Approved"*
- *The action(s) the system should take if the resource is not approved:*

- *Individual(s) or organization(s) to notify*
 - *Whether to continue in the workflow*
- *The action(s) the system should take after the waiver is approved by all reviewers:*
 - *Placement of the approved resource in the library*
 - *Effective date of the waiver*
 - *Waiver codes assigned*
 - *Notification of all individuals involved*

3.3.6.3.11 Import and Transmit Supporting Documents and Pictures

3.3.6.3.12 The system shall have the ability to receive and store documents (for a given SSN) submitted by the Recruiter in WEB RTools.

3.3.7 Alerts / Notifications

- 3.3.7.1 *The system shall notify the Classifier to change the DEM status to DEP, DEN, DIR, DER, or DDD once CNRC Medical authorizes a waiver.*
- 3.3.7.2 *The system shall provide electronic notification to the Recruiter, Classifier, and RinC of Applicant's upcoming ship date.*
- 3.3.7.3 *The system shall have the ability to allow CNRC to define and modify job goal levels used for flagging.*
- 3.3.7.4 *The system shall notify the user when a change in program classification occurs that requires a waiver or additional paperwork.*
- 3.3.7.5 *The system shall notify the user when classifying a prior service Applicant for a Career Progression Division (PERS 8) screening.*
- 3.3.7.6 *The system shall notify the user when an incentive requires an additional year of obligated service, such as Five-Year Obligation (5YO) and Six-Year Obligation (6YO) programs.*
- 3.3.7.7 *The system shall alert the classifier daily when an LRP request is over 45 days old (first reservation date to present date).*
- 3.3.7.8 *The system shall display error messages that are in plain language, inform the user as to the problem and recommend an action fix to correct the error.*
- 3.3.7.9 *The system shall allow the user to set-up alerts by group or code with hierarchical checks.*
 - 3.3.7.9.1.1 *The system shall notify the District of the disposition of an ECM waiver and allow the District to print an approval or disapproval letter.*

3.3.8 Historical Data

3.3.8.1 *The system shall provide the ability to realign all historical data to current territory controlled by District based on assigned ZIP codes for standard, AD-HOC, and OLAP Reports.*

3.4 Supplementary Requirements

3.4.1 Post-Accession Reclassification and Redesignation

- 3.4.1.1 *The system shall have a user role for Customer Service Desk (CSD) Great Lakes and PMO to allow for reclassification and rebooking.*
- 3.4.1.2 *The system shall allow CSD Great Lakes and PMO to request an update of a PRIDE MOD II record from NSIPS ESR to ensure a reclassification and rebook contains accurate information on a recruit at the time of CSD Great Lakes and PMO action.*
- 3.4.1.3 *The system shall support incentives accounting for changes in reclassification made by CSD Great Lakes personnel throughout an applicant's, recruit's and Sailor's lifecycle.*

3.4.2 RTC/OTC Arrivals Processing

- 3.4.2.1 *The system shall have a user role for CSD Great Lakes, PMO, RTC, OTC, and applicable PSD to electronically review and print hard copy a listing of personnel arriving at Officer by data range, class convening date or alphabetical.*
- 3.4.2.2 *The system shall provide a user role for CUSTOMER SUPPORT DESK (CSC) GREAT LAKES/RTC to view data on recruits prior to arrival at RTC, OTC, and applicable PSD.*
- 3.4.2.3 *The system shall give the CUSTOMER SUPPORT DESK (CSC) GREAT LAKES user read only access to all forms captured during the applicant recruiting lifecycle (prior to shipping).*
- 3.4.2.4 *The system shall maintain statistics on the record errors from the night of arrival changes and store the details of those errors in a form so queries can be made on the types of errors, records containing errors and fix by the SAP business objects application.*
- 3.4.2.5 *The system shall use biometric data or social security number (9 digit masked input screen) to pull up a new recruit's record at time of arrival.*
- 3.4.2.6 *The system shall maintain data that will allow for a statistical calculation by Navy Recruiting Command and CUSTOMER SUPPORT DESK (CSC) GREAT LAKES all recruits fit for duty status as a result of night of arrival validation of data.*

3.4.3 Manage Interfaces

- 3.4.3.1 *The system shall interface with and exchange data with systems depicted in the SV-1 diagram (see section 3.8.1 DoDAF Diagrams).*
- 3.4.3.2 *The system shall maintain messages and transactions sent to interface partner system for 30 days in a transaction suspense file that can be called up by a web service system request.*

- 3.4.3.3** *The system shall provide a daily transaction report to the interface partner systems each day using XML component technology*
- 3.4.3.4** *The system shall use long names for data representations consistent with all military service's agreements, MEPCOM data schemas (eSOA) and Navy partner system data contract agreements.*
- 3.4.3.5** *The system shall have the ability to automatically and hourly check interface connectivity between all Interface partners and will alert the system administrator user role if connectivity is lost between any interface partners.*

3.4.3.6 The system shall have the ability to alert the system administrator user role if a notification is sent to an interface partner and anything other than a successful receipt message is returned.

3.4.3.6.1 WebRTools (WRT) and WebRTools Self Service Application (WRT-SSA):

- 3.4.3.6.1.1 *The system shall interface with WRT and WRT-SSA via web services*
- 3.4.3.6.1.2 *The system shall accept data from WRT to start an officer or enlisted active or reserve processing Kit.*
- 3.4.3.6.1.3 *The system shall accept applicant personal, medical and scheduling information from WRT for enlisted processing.*
- 3.4.3.6.1.4 *The system shall accept applicant personal, professional, medical, duty preference, credentialing and orders from WebRTools Self Service Application.*
- 3.4.3.6.1.5 *The system shall use Adobe Lifecycle to fill out, display and digitize forms and documents needed to be signed for Kit processing.*

3.4.3.6.2 Mobile Recruiting Input (MRI) Device

- 3.4.3.6.2.1 *The system shall have the capability to initiate an officer and enlisted application or security application request (SF86).*

3.4.3.6.3 Navy Standard Integrated Personnel System (NSIPS):

- 3.4.3.6.3.1 *The system shall provide a report at 0800 each day for the previous day's transaction that occurred between 0000 and 2400 of how many transactions were sent successfully between the systems.*
- 3.4.3.6.3.2 *The system shall check the validity of the data being sent between the system and NSIPS – any errors reported by NSIPS shall be reported to the end-user via the applicant processing log i.e. processors, EPDS, MILPO etc.*
- 3.4.3.6.3.3 *The system shall receive data from SPAWAR NOLA's Electronic Service Record in support of the Enlisted and Officer PRIDE Mod II incentives accounting module.*
- 3.4.3.6.3.4 *The system shall obtain from NSIPS (from officer master file) a list of officers within 6 months of separation (not retiring) from active duty.*
- 3.4.3.6.3.5 *The system shall display for officers within 6 months of separation (not retiring) from active duty a list annotating if adverse information material is contained in the officer record.*

3.4.3.6.3.6 *The system shall pass to NSIPS agreed upon updates to applicant, recruit or sailors' personnel record at night of arrival and upon reclassification and rebook.*

3.4.3.6.4 Rating IDentification System (RIDE) and Fleet RIDE:

3.4.3.6.4.1 *The system shall continue to use the RIDE algorithm for classification of enlisted applicants.*

3.4.3.6.4.2 *The system shall allow Career Transition Office to validate an AC Sailor's rating eligibility for a requested reserve affiliation.*

3.4.3.6.5 Corporate enterprise Training Activity Resource System CeTARS

3.4.3.6.5.1 *The system shall exchange report date, class convene and completion dates and other training data by SSN with CETARS.*

3.4.3.6.5.2 *The system shall provide applicant personnel, medical and emergency contact information to CeTARS.*

3.4.3.6.5.3 *The system shall send biometric positive identification data to CeTARS RTM to be used for positive identification of the applicant*

3.4.3.6.5.4 *The system shall have biometric available for data validation on the night of arrival.*

3.4.3.6.6 Electronic Military Personnel Record System – EMPRS:

3.4.3.6.6.1 *The system shall interface with the Electronic Military Personnel Record System and pass officer and enlisted Kit forms showing an affixed biometric fingerprint.*

3.4.3.6.6.2 *The system shall interface with Electronic Military Personnel Record System and pass officer and enlisted record data (including digital biometric data) when EMPRS is ready to receive.*

3.4.3.6.7 Authorized Data Warehouse (Integrated Personnel Pay System – Navy):

3.4.3.6.7.1 *The system shall interface with the Authorized Data Warehouse (ADW) by providing strength gain; officer and enlisted digital contract; applicant and medical data schema data.*

3.4.3.6.7.2 *The system shall interface with the ADW to obtain officer and enlisted incentives pay information in support of the incentives accounting module.*

3.4.3.6.8 Extracts: MILITAP, NTMPS, WebSTEAM:

3.4.3.6.8.1 *The system shall support extracts as noted in PRIDE Modernization Software Requirements Specifications.*

3.4.3.6.8.2 *The system shall subsume MILITAPS incentives tracking module.*

3.4.3.6.9 BUPERS Online – Physical Readiness Information Management System - BOL PRIMS:

3.4.3.6.9.1 *The system shall, at the time of a recruitment action, obtain officer and enlisted physical readiness data (scores, waivers, and reports) from PRIMS for all prior service Sailors coming back on active duty and those active component Sailors desiring to affiliate with the reserve component.*

3.4.3.6.9.2 *The system shall execute a web service with BOL-PRIMS to obtain data elements requested above.*

3.4.3.6.10 Applicant Security Form Submission:

3.4.3.6.10.1 *The system shall allow the user to complete and submit an applicant security form (including SF-86 form data or SF-86 optical form data).*

3.4.3.6.10.2 *The system shall allow the user to attach / record the biometric information necessary to validate the individual security clearance eligibility.*

3.4.4 Biometric Exchange

(The Navy has authorized biometrics exchange to include index fingers and 14-point facial recognition.)

- 3.4.4.1 *The system shall recall any pre-existing eSOA information regarding an Applicant upon the entry of biometric identifiers.*
- 3.4.4.2 *The system shall use biometrics to support virtual enrollment processing.*
- 3.4.4.3 *The system shall use biometrics to conduct entrance processing where available with partner systems.*
- 3.4.4.4 *The system shall maximize the use of virtual processing using biometrics to share information between USMEPCOM, accession stakeholders, and applicants.*
- 3.4.4.5 *The system shall pass biometrics via interface protocols to ensure current technologies are utilized.*
- 3.4.4.6 *The system shall have biometric capability that supports positive identification of the applicant from point of first contact to end of processing by Navy Recruiting.*
- 3.4.4.7 *The system shall have biometric capability that supports fingerprint capture and biometric signature of Navy or DOD forms.*
- 3.4.4.8 *The system shall be able to receive or transmit biometric digital information when passed either from US MEPCOM's eSOA/MIRS/XRISS systems or from WebRTools capturing biometric information during first contact.*
- 3.4.4.9 *The system shall capture and sign a Navy or DOD form with a 14 point facial print photo.*
- 3.4.4.10 *The system shall embed the 14 point facial print as a digital image into a pdf document.*
- 3.4.4.11 *The system shall embed a biometric fingerprint signature into a pdf document along with a 14 point facial print, and EDIPI (pdf documents within Adobe Livecycle).*
- 3.4.4.12 *The system shall store the biometric fingerprint and 14 point facial photograph of an applicant along with the EDIPI of a processor, EPDS, or supervisor.*
- 3.4.4.13 *The system shall verify personnel prior to processing their application when applicant appears in person.*
- 3.4.4.14 *The system shall pass the biometric digital signature to all interface partners as positive identification of an applicant.*

- 3.4.4.15** *The system shall pass all biometrically signed 14 point facial print – EDIPI verified pdf forms to all interface partners.*
- 3.4.4.16** *The system shall be web browser agnostic when passing biometric information.*
- 3.4.4.17** *The system shall have the ability to access Army Knowledge Online (AKO)/Defense Knowledge Online (DKO) along with the user's common Access Card (CAC) for authorization, authentication and digital signing.*
- 3.4.4.18** *The system shall have the ability to allow recruiter/classifiers to have a role in PRIDE Mod II to validate applicant biometrics with OSD, BIMA or USMEPCOM as required by the customer.*
- 3.4.4.19** *The system shall use biometric to " search applicant record" from USMEPCOM or Navy PRIDE Modernization database.*
- 3.4.4.20** *The system shall have the ability to store with a valid "chain of custody" the biometric fingerprints, 14 point facial print, web cam picture and Validators EDIPI (CAC).*
- 3.4.4.21** *An Electronic Data Interchange Personal Identifier (EDIPI) is a unique number assigned to a record in the United States Department of Defense's Defense Enrollment and Eligibility Reporting System (DEERS) database. A record in the DEERS database is a person plus personnel category (e.g. contractor, reservist, civilian, active duty, etc.) The Common Access Card (CAC), which is issued by the Department of Defense through DEERS, has an EDIPI on the card. A person with more than one personnel category is issued a CAC for each role. Separating the identities is done so that revocation of one role's permission can be accomplished simply by commandeering the card and/or revoking the digital certificates without affecting the other roles. [Citation needed]*
- NOTE - The EDIPI is a ten-digit number located in the barcode on the front of the card, the barcode on the back of the card, and in the integrated circuit chip embedded in the card itself. The first 9 digits are assigned unique numbers with the 10th digit being a check digit for the identifier.*
- 3.4.4.22** *The system shall have the ability to search for an Applicant "ON HOLD", on a "watch list" using a biometric fingerprint.*
- 3.4.4.23** *The system shall have the ability to confirm a biometric print against a valid SSN.*
- 3.4.4.24** *The system shall have the ability to enroll a new applicant using biometric fingerprint, 14 point facial print, verification by verifier using EDIPI and web photo.*
- 3.4.4.25** *The system shall display a verification screen of the biometric print for the index finger and a facial print.*

3.4.4.26 *The system shall indicate a successful or failed biometric capture and verification with USMEPCOM.*

3.4.5 Business Intelligence (BI)

- 3.4.5.1** *The system shall have the capability to request data from sources for BI using PRIDE MOD II SAP Business Objects*
- 3.4.5.2** *The system shall have the capability to create reports from established templates within the BI capability.*
- 3.4.5.3** *The system shall have the capability to save Ad hoc queries, query results, and reports.*
- 3.4.5.4** *The system shall have the capability to display graphical representations of requested reports.*
- 3.4.5.5** *The system shall have the capability to export all reports.*
- 3.4.5.6** *The system shall have the capability to print all reports.*
- 3.4.5.7** *The system shall have the capability to produce customize reports and/or tailored briefs.*
- 3.4.5.8** *The system shall have the capability to produce automated notifications.*
- 3.4.5.9** *The system shall have the ability to report key metrics in a visual management reporting tool (i.e. dashboard).*
- 3.4.5.10** *The system shall maintain a data record of an individual at the time of NRC accession separate from CUSTOMER SUPPORT DESK (CSC) GREAT LAKES and subsequent A and C school updates.*
- 3.4.5.11** *The system shall have the capability to display an applicant, recruit or sailor's accession record throughout their complete lifecycle.*
- 3.4.5.12** *Business rules for business intelligence, OLAP, and Ad hoc reports shall be captured in the supporting documentation.*

3.4.6 Records Management

- 3.4.6.1** *The system shall have the ability to manage (accept/index/print/version) electronic forms/documents/images as defined in DOD Directive 5015 and Navy Recruiting Command's document configuration management processes.*
- 3.4.6.2** *The system shall have the capability to store applicant supporting documentation in a manner consistent with DoD mandates (DoD Directive 5015.2, DoD 5400.11).*
- 3.4.6.3** *The system shall have the capability to record receipt and storage of applicant supporting documentation and records.*
- 3.4.6.4** *The system shall have the capability to store entrance processing form templates or access NRC's Forms Service.*
- 3.4.6.5** *The system shall have the capability to populate entrance processing form templates or access NRC's Forms Service.*
- 3.4.6.6** *The system shall provide process automation features including tracking and workflow, case management, conflict resolution, routing / scheduling, and correspondence management.*
- 3.4.6.7** *The system shall provide the ability for corporate data systems to exchange data in order to auto-populate core data fields.*
- 3.4.6.8** *The system shall follow the following enterprise guidelines:*
- *Use of a Service Oriented Architecture*
 - *Use of a government provided business intelligence package such as Business Objects.*
 - *Use of Microsoft C# as a development language.*
 - *C# Coding Standards Version 5.0, EDS Global.Net Capability, 2007-11-28.*
 - *User of SQL Server 2005 Enterprise Edition as the database and its supporting products such as Reporting Services, Integration Services, and Analysis Services.*
 - *Use of Cryptographic Log On and other Information Assurance requirements.*
 - *Provide training module/database to support classroom training functions.*
 - *Provide Computer Based screen capture and animation to demonstrate business/processing functions within system (remedial and self-paced training).*

3.4.7 Mobile Recruiting Support

3.4.7.1 *The system shall enable Recruiters to be able to prospect and classify people when meeting them via an internet connection and CAC.*

3.4.7.2 *The system shall enable Recruiters to process enlisted and officer candidates via mobile recruiting device.*

3.4.7.3 *The system shall provide configurable information screens that are compatible to mobile recruiting devices.*

Access via MRI shall be with a CAC card via the internet.

Device needs to be “windows-based”, work with smart phones, and support a browser (support Firefox, IE, Google Chrome, and Safari) and follow HTML standards. Maybe have a scanning feature?

Right now police checks in MEPSTRAC and Web RTools are supported in the mobile world – these are part of Enlisted packages.

Alerts / text messages should be “pushed” to the device from PRIDE – don’t need to be logged in.

3.4.8 Transactional Reports

3.4.8.1 Standard Reports:

- 3.4.8.1.1 *The system shall allow the user to generate standard reports.*
- 3.4.8.1.2 *The system shall allow users to generate forms and print them in the proper format.*
- 3.4.8.1.3 *The system shall enable forms to follow the “Disclaimer Privacy Act” on both the paper and computer formats if the form contains a SSN.*
- 3.4.8.1.4 *The system shall have the capability to fully annotate data elements in support of direct line queries (QPRIDE). (NOTE - PRIDE has 294 data elements; eSOA integration with PRIDE Modernization was 1200 enlisted data elements - officer processes may double data elements or total data count is near 2500 data elements.)*
- 3.4.8.1.5 *The system shall use comma separated values (CSV), excel or XML to print forms.*
- 3.4.8.1.6 *The system shall use and make available all data elements from WebRTools in the reports SAP Business Objects Universe in order to generate Ad hoc reports.*
- 3.4.8.1.7 *The system shall be able to export to Excel, XML, and pdf. (.pdf ensures that some people can't change a report but can only view it).*
- 3.4.8.1.8 *The system shall allow the user to print reports in the same format as they appear on the screen.*
- 3.4.8.1.9 *The system shall be able to generate Standard reports in “one click”.*
- 3.4.8.1.10 *The system shall provide the flexibility to filter data in forms.*

3.4.8.2 **Ad hoc Reports**

3.4.8.2.1 *The system shall allow the user to generate Ad hoc reports.*

3.4.8.2.2 *The system shall provide a “drill-down” capability: by headquarters, region, and designator.*

3.4.8.2.3 *The system shall provide extensive query capability.*

3.4.8.2.4 *The system shall have a “privacy sensitive report area” with special access rights.*

3.4.8.2.4.1 *The system shall provide a Duplicate Reservation Report that displays all applicants that hold more than one reservation regardless of Accession type. The report will include the following Applicant information:*

- *SSN*
- *Last Name*
- *First Name*
- *Program*
- *Rating*
- *Ship Date*
- *Station ID*
- *Reservation Date*
- *Accession Code*

3.4.8.2.5 *The system shall allow the user to ~~ad-hoc~~ Ad hoc query the status of a waiver package by the following fields:*

- *SSN, Last Name, and First Name*
- *Waiver packages awaiting chop by specific Approving Authority*
- *By date of submission*
- *By Recruiting Region*
- *By Recruiting District*
- *By Recruiting Station*
- *Program and Designator*

3.4.8.2.6 *The system shall allow the user to have real-time Ad hoc query capability for predefined historical data for the current year plus the previous fiscal year.*

3.4.8.2.7 *The system shall provide the ability for all historical data in PRIDE Mod II to be available for an Ad hoc query.*

3.4.8.2.8 *The system shall allow the user to define a formatting mask for the following data types:*

- *Date, including dates formatted as part of a naval message (date / time / group)*
- *Time*
- *Currency*

- *Number*

3.4.8.2.9 *The system shall provide a command line type interface that allows the user to enter queries using standard keyboard input.*

3.4.8.2.10 *The system shall provide the capability to submit Structured Query Language (SQL) queries on the command line.*

3.4.8.2.11 *The system shall generate a printable summary report for each submitted query to include the following:*

- *Time stamp of last update to each data element*
- *Name of user creating query*
- *Time stamp when query was submitted*
- *Time stamp when query was completed*
- *Metadata concerning the source of each data element*

3.4.8.2.12 *The system shall allow the user to export query results in the following formats:*

- *Microsoft Word*
- *Microsoft Excel*
- *Rich Text Format (RTF)*
- *Plain text (.txt)*
- *Delimited text file, based on user's choice of delimiters*
- *Hyper-Text Markup Language*

3.4.8.2.13 *The system shall allow the user to define data relationships.*

3.4.8.2.14 *The system shall allow multiple wild card characters within one data element.*

3.4.8.2.15 *The system shall allow querying based upon the use of a wild card character and a minimum of one data element character.*

3.4.8.2.16 *The system shall allow the user to query based upon a "sounds-like" type function (e.g., a query on "Whinn" would return When, Win, Nguyen, and Wind).*

3.4.8.2.17 *Metadata shall be displayed and presented via mouse-over or same screen display for each element in the business objects universe to allow for visual and data report construction.*

3.5 OLAP Reports

OLAP reports are roll-up reports that allow the user to perform data analysis by studying the data in different ways. Data groupings can be broken out into more granular views, even down to the individual service member level. Business objects will be used to generate OLAP report.

3.5.1 Officer Processing Reports

3.5.1.1 *The system shall enable the user to generate the following reports for officer processing:*

- *Officer QPRIDE Report*
- *Officer Application Report*
 - *Campus data notebook*
 - *CARIT PAC*
 - *CTO*
 - *Requesting Removal*
 - *Reserve NAVET*
- *Officer ORD-PRO Application Report*
- *Officer Production Report*
- *Officer One Navy Production Report*
 - *Selections*
 - *Enlistments*
 - *Attainments*
 - *SEAs*
 - *Out Year Enlistments*
 - *WOT by Navy Listing*
- *Officer Goal Attainment Report*
- *Officer Shipping Report (by Program)*
- *Officer Diversity Report*
 - *Summary*
 - *Designator Report*
 - *NRD AC OP Application*
 - *NRD Contracts*
 - *Historical Selects*
 - *All ORDPRO Appl-Contracts*
 - *Nuclear Totals*
 - *Nuclear Designators*
 - *BDCP*
 - *CEC Collegiates*
 - *HSCP*
 - *HPSP*

- *Officer Program Report*
 - *Reserve Component Officer Recruiting NRC Totals*
 - *Reserve Component Region Production*
 - *Region East Goals*
 - *Region West Goals*
 - *AC Component Master*
 - *Reserve Component Officer Recruiting –DCO*
 - *Reserve Component NAVET*
 - *Reserve Component CTO*
- *End Strength*
 - *Current*
 - *Enlisted*
 - *Officer*
 - *Discharged*
- *Quality Q Award Tracker*
 - *FY Total*
 - *RTC Graduation Rate*
 - *OCS Graduation Rate*
 - *In-month Loss Rate*
 - *Officer Kit Fatal Error Rate*
 - *PFA Pass Rate*
 - *Enlisted Accession HSDG Rates*
 - *Enlisted NCO TTCU Rate*
 - *RQAT Disclosure Rate*
 - *Advancement Exam Pass Rate*
 - *Fiscal Execution Spend Plan*
- *Officer Training Center Newport CNRC Attrition Report*
 - *Attrition Drill Down Data*
 - *Summary OCS Production*
 - *CNRC Goal vs FY11 grads*
 - *FY-11 Starts*
 - *FY11 Grads*
 - *FY11 CeTARS Grads*
 - *FY-11 Non-grads by Category*
 - *FY-11 Non-grad by Class*
 - *SAC Categories*
 - *Fleet vs Street*
- *Gate Report*
 - *Stats based on the recruiters number*
 - *M-Q Stats*
 - *Eaches Stats*

- *Big Four (AC GenOff, AC Medical, RC GenOff, RC Medical)*
- *Overall Status*
- *Nuke*
- *IY OtherOCS*
- *OY OtherOCS*
- *AC JAG*
- *AC CEC*
- *AC Chaplain*
- *AC MC/DC*
- *AC MSC*
- *OY MC*
- *OY DC*
- *AC Nurse*
- *RC SWO SUB HR*
- *RC Aviation*
- *RC EDO IP IW*
- *RC Intel MMR METOC*
- *RC MC DC*
- *RC MSC JAG NC*
- *RC Supply*
- *RC Chap CEC*
- *Collegiate – OC Report*
 - *SSN*
 - *Name*
 - *NRD*
 - *Designator*
 - *OIS Ship Date*
 - *OIS/OCS*
 - *CCPO DT*
 - *Program issues*
- *Processing Time and Metrics Report*

3.5.2 OLAP Tool Requirements

3.5.2.1 *The system OLAP tool shall have all elements for Officer OLAP tool show business rules for how the element was built.*

3.5.2.2 *The system OLAP tool shall contain metadata using mouseover or a similar method that shows the element general information.*

3.6 Applicant Security Form Submission Requirements

3.6.1 User Roles and Access Permissions

The primary users' functions and abilities are as follows:

- NRC Administrator
- Provides support to all other Users
- Is able to perform all actions available to this role and all other roles
- NRD Administrator – able to perform all actions of all roles except those exclusive to NRC Administrator
- Officer Processing Lead / Officer Programs Officer (OPL / OPO) – provides support to Officer Recruiters and submits PSI requests for Officer Candidates
- United States Military Entrance Processing Station (USMEPCOM) Personnel – provides support to Enlisted Recruiters and submits PSI requests for Enlisted Candidates
- Officer Recruiter – submits PSI requests for Officer Candidates
- Enlisted Recruiter-in-Charge (RinC)
- Sends PSI requests for Enlisted Applicants to USMEPCOM
- Provides support for Recruiters at the Recruiting Stations
- Enlisted Recruiter – Sends PSI requests for Enlisted Applicants to USMEPCOM
- Applicants – access personal record to enter information required for the investigation request

3.6.2 Basic Search

3.6.2.1 The system shall provide the User a basic search form containing the following fields:

- *Applicant's last name – text-entry field*
- *Applicant's first name – text-entry field*
- *Applicant's Social Security Number (SSN) – numeric-entry field capable of accommodating nine characters without dashes.*

3.6.2.2 The system shall require at least two characters in the last name field in order to perform a search.

- 3.6.2.3** *If the User desires to search by first name, the system shall require at least two characters in the last name field and at least one character in the first name field.*
- 3.6.2.4** *If the User desires to search by SSN, the system shall require at least four digits in the SSN field in order to perform a search.*
- 3.6.2.5** *The system shall provide the ability to search by the last four digits of the User's SSN*
- 3.6.2.6** *The system shall provide the User the ability to opt for an advanced search.*
- 3.6.2.7** *The system shall provide the User the ability to execute the search based upon the entered search criteria or to cancel the search as described in section 5.3.3 Cancelling Basic and Advanced Searches and section 5.3.4 Executing Basic and Advanced Searches.*

3.6.3 **Advanced Search**

- 3.6.3.1** *The system shall provide the User an advanced search form containing all of the components of a basic search and the following additional fields when the advanced search option is selected:*

- *Record status – selection list containing the following options:*
 - *Archived successful*
 - *Declined further processing*
 - *Expired*
 - *JPAS*
 - *USMEPCOM*
 - *No longer qualified*
 - *Open*
 - *OPM Received*
 - *OPM Scheduled*
 - *OPM Unacceptable*
 - *PSI Not Required (NR)*
 - *Recalled*
 - *Rejected*
 - *Req. by other command*
 - *Returned*
 - *Terminated*

- 3.6.3.2** *The system shall display the following text instruction near this field: Press the Ctrl key to select multiple values.*

- *Submitting Office Number (SON) – check-box to indicate the option is desired and a selection list containing all SONs listed as follows:*
- *SON name followed by the OPM-assigned SON (e.g., Seattle NRD – 960B)*
- *Sorted in ascending numerical order by SON*
- *Recruiter’s Recruiting Station Identification (RSID) – numeric-entry field capable of accommodating six digits*
- *Recruiter last name – text-entry field requiring at least two characters in order to perform a search based upon a Recruiter’s last name*
- *OPM request ID - numeric-entry field capable of accommodating seven digits.*

3.6.3.3 *The system shall provide the User the ability to opt for a basic search.*

3.6.4 **Cancelling Basic and Advanced Searches**

3.6.4.1 *The system shall provide the User the ability to cancel a search.*

3.6.4.2 *The system shall stop any search currently in progress and clear all search parameter fields when the cancel option is selected.*

3.6.5 **Executing Basic and Advanced Searches**

3.6.5.1 *The system shall provide the User the ability to execute a search based upon the entered search criteria.*

3.6.5.2 *The system shall display a message in the display results area indicating that no records have been found if no matching records are found.*

3.6.5.3 *The system shall display the following message in the display results area if more than 300 matching records are found: Search has returned too many results. Only the first 300 are available. Please narrow your search criteria.*

3.6.6 **Search Results Display**

3.6.6.1 *The system shall display the results of the search in an adjacent display area with the following columns of information for each Applicant:*

- *Record status – status term displayed (For a listing of status types, see Table 5-1: Recruiter Actions by Record Status in section 5.4.1 Recruiter Links – Applicant.)*
- *Applicant name in the following format: Last, First*

- *Component – may be one of the following:*
- *Active-Component (AC) Officer*
- *Reserve-Component (RC) Officer*
- *AC Enlisted*
- *RC Enlisted*
- *Investigation – one of the following investigation types:*
- *NACLIC (08B)*
- *Single Scope Background Investigation (SSBI) Nuclear (NUC) Power (PWR) Officer (OFF) (30C)*
- *SSBI Cryptology (CRYPTO) OFF (30C)*
- *SSBI Intelligence (INTEL) OFF (30)*
- *SSN – Nine characters without dashes – the first 5 characters shall be masked*
- *Recruiter – assigned Recruiter’s title, first name, and last name*
- *RSID – six-digit RSID to which the Recruiter is assigned*

3.6.6.2 *The system shall sort the listed results in ascending numerically order by RSID.*

3.6.6.3 *The system shall provide the ability to sort the display by each of the columns in ascending alphabetical order.*

3.6.6.4 *The system shall display only twenty-five Applicant records at a time.*

3.6.6.5 *The system shall provide a selection list indicating the current results display page number and provide preceding and succeeding results display page numbers for the User to select.*

3.6.6.6 *The system shall automatically display the results page that corresponds with the selected option when the User selects a page number from the selection list.*

3.6.6.7 *The system shall provide the ability to view the current Applicant Access Status. When the user selects this option the system shall display the search results display with the additional items:*

- *Account status indicator – icon displayed to indicate the current account status for the Applicant*

3.6.6.7.1 *The system shall display a legend defining the account status icons as follows:*

- *Applicant can login – icon is a solid green circle*
- *Applicant’s password will expire in less than ten days – icon is a solid yellow triangle*
- *Applicant’s access is locked – icon is a solid red circle*
- *Applicant’s password has expired – icon is a solid red diamond*
- *Applicant cannot log in due to the NASIS record status – icon is a solid red square*
- *Applicant cannot log in due to existing valid electronic signatures – icon is a solid red triangle*

3.6.7 Change Investigation

3.6.7.1 *The system shall display the following selection lists with associated options when the User selects this action:*

- *Component – options as follows:*
 - *RC Enlisted (default)*
 - *RC Officer*
 - *AC Enlisted*
 - *AC Officer*
- *Investigation Type – based upon selected component, options are as follows:*
 - *RC Enlisted or RC Officer investigation type – options as follows:*
 - *NACLC (08B) (default)*
 - *AC Enlisted investigation type – options as follows:*
 - *NACLC (08B) (default)*
 - *AC Officer investigation type – options as follows:*
 - *NACLC (08B) (default)*
 - *SSBI NUC PWR OFF (30C)*
 - *SSBI CRYPTO OFF (30C)*
 - *SSBI INTEL OFF (30C)*

3.6.7.2 *The system shall provide the ability to apply the investigation change and close the investigation change tool.*

3.6.7.3 *The system shall provide the ability to cancel the investigation change and close the change investigation tool.*

3.6.8 Receive Check Investigation Status

3.6.8.1 *The system shall initiate a web service call in order to query the JPAS fax server when the User selects the check the investigation status.*

3.6.8.2 *The system shall display the message when a return message from the Facsimile (Fax) server is sent.*

3.6.8.3 *The system shall perform one of the following actions based on the response from the JPAS Fax server:*

- *Approved – the system shall archive the record as Successful*
- *Terminated – the system shall change the status of the record to Terminated*
- *Pending one or more signature pages – the system shall not perform any action at this time*

3.6.9 Edit Record

The Edit Record action is used by Recruiters to view and edit an Applicant's record.

3.6.9.1 *The system shall generate and display the Identifying Information portion of the Applicant's record, as described in section 6.5.5.1 Identifying Information Subgroup when the User selects this action.*

3.6.10 Submit to eQIP

3.6.10.1 The system shall open a separate browser window and perform the following functions when the User selects this action:

- *Determine if the record has already been successfully submitted to eQIP and perform associated actions as follows:*
 - *If yes and the submission was conventional (without signature pad), the system shall discontinue the submission process and shall retrieve the three signature pages from eQIP Request ID and the Data Hash Code and display the three signature pages onscreen.*
 - *If yes and submission was with Signature Pad the system shall discontinue the submission process and shall retrieve the locally generated signature pages and display the three signature pages onscreen.*
 - *If no, the system shall continue the submission process.*
- *Determine if the User submitting the request has selected a default SON and perform associated actions as follows:*
 - *If yes, the system shall continue the submission process.*
 - *If no, the system shall discontinue the submission process and display the following error message: A default SON has not been selected.*
- *Determine if the record passes local validation and perform associated actions as follows:*
 - *If yes, the system shall continue the submission process.*
 - *If no, the system shall discontinue the submission process and display all errors that were found.*
- *If the record satisfies the requirements of the previous functions, submit the investigation request to eQIP.*

3.6.10.2 The system shall perform one of the following actions depending upon the record's eQIP acceptance status when the return message is received.

- *If the record is accepted by eQIP, the system shall display the three signature pages and update the status of the record.*
- *If the record is rejected by JPAS or eQIP, the system shall update the status of the record to Rejected and display an error message from eQIP:*
 - *This system shall display the following statement: An error occurred in submission data. Please correct and resubmit.*

- The system shall display the reason for the error as received from eQIP.

3.6.10.3 The system shall submit information to eQIP with a Sig Pad.

3.6.10.3.1 The system shall open a separate browser window and perform the following functions when the User selects this action:

- Determine if the record has already been successfully submitted to JPAS and perform associated actions as follows:
 - If yes and the submission was conventional (without signature pad), the system shall discontinue the submission process and shall retrieve the three signature pages from JPAS with the eQIP Request ID and the Data Hash Code and display the three signature pages onscreen.
 - If yes and submission was with Signature Pad the system shall discontinue the submission process and shall retrieve the locally generated signature pages and display the three signature pages onscreen.
 - If no, the system shall continue the submission process.
- Determine if the User submitting the request has selected a default SON and perform associated actions as follows:
 - If yes, the system shall continue the submission process.
 - If no, the system shall discontinue the submission process and display the following error message: A default SON has not been selected.
- If the record satisfies the requirements of the previous functions shall display each of the four signature pages one at a time with the following options:

3.6.10.3.1.1 The system shall display the following under the word NASIS: Signature Pages for [Name]. Format for name shall be First Middle Initial and Last Name

3.6.10.3.1.2 The system shall provide the ability for the applicant to sign and date the page using the electronic signature pad

3.6.10.3.1.3 The system shall provide the following options:

- Back – this action shall move back to the previous signature page. This option shall be disabled if the user is viewing the Certification signature page
- Sign – this action shall focus the action on the Signature field
- Date – this action shall focus the action on the Date field
- Clear – this action shall clear the Signature or Date field depending on which field has been selected by the user

- *Next – this action shall move forward to the next signature page. This option shall be disabled if the user is viewing the Fair Credit Reporting signature page*
- *View Pages – this action shall display the three signature pages in PDF with the electronic signatures and dates*
- *Submit to eQIP – this action shall perform the following actions:*
 - *Save all electronics signatures and dates*
 - *Begin the process of submission to eQIP*
- *Save – this action shall save all electronic signatures and dates*

3.6.10.3.2 The system shall display the instructions for each of the signature pages onscreen

3.6.10.3.2.1 The system shall open a separate browser window and perform the following functions when the User selects the Submit to eQIP action:

3.6.10.3.2.1.1 The system shall determine if the record has already been successfully submitted to eQIP and perform associated actions as follows:

3.6.10.3.2.1.1.1 The system shall discontinue the submission process if yes and the submission was conventional (without signature pad).

3.6.10.3.2.1.1.2 The system shall retrieve the three signature pages from ~~JPAS~~ with the eQIP Request ID and the Data Hash Code and display the three signature pages onscreen if yes and the submission was conventional (without signature pad).

3.6.10.3.2.1.1.3 The system shall discontinue the submission process if yes and submission was with Signature Pad

3.6.10.3.2.1.1.4 The system shall retrieve the locally generated signature pages and display the three signature pages onscreen if yes and submission was with Signature Pad.

3.6.10.3.2.1.2 The system shall continue the submission process if no.

3.6.10.3.2.1.2.1 The system shall determine if the User submitting the request has selected a default SON and perform associated actions as follows:

3.6.10.3.2.1.2.2 The system shall continue the submission process if yes.

3.6.10.3.2.1.2.2.1 The system shall discontinue the submission process and display the following error message if no: A default SON has not been selected.

3.6.10.3.2.1.2.3 The system shall determine if the record passes local validation and perform associated actions as follows:

3.6.10.3.2.1.2.3.1 The system shall continue the submission process if yes.

3.6.10.3.2.1.2.3.2 The system shall discontinue the submission process and display all errors that were found if no.

3.6.10.3.2.1.2.4 If the record satisfies the requirements of the previous functions, submit the investigation request to eQIP.

3.6.10.3.2.1.2.5 The system shall perform one of the following actions depending upon the record's eQIP acceptance status.

3.6.10.3.2.1.3 The system shall update the status of the record to Successful if the record is accepted by eQIP.

3.6.10.3.2.1.4 The system shall update the status of the record to Rejected and display an error message from eQIP if the record is rejected by eQIP:

3.6.10.3.2.1.4.1 This system shall display the following statement: An error occurred in submission data. Please correct and resubmit.

3.6.10.3.2.1.4.2 The system shall display the reason for the error as received from eQIP.

3.6.11 Submission Test

3.6.11.1 The system shall do the following when the user selects this action (submission test):

3.6.11.1.1 The system shall determine if there is an address history record where the end date is "Present".

3.6.11.1.1.1 The system shall discontinue the Submission Test process and shall display the following message if no: Residence history must have a record with an end date of "Current".

3.6.11.1.1.2 The system shall change the end date for the address record in the xml to the current system date if yes. This action introduces a "known flaw" in the record.

3.6.11.1.1.3 The system shall submit the record to eQIP without performing a local validation.

3.6.11.1.1.3.1 The system shall display an error message from eQIP if the record is rejected by eQIP for any other reason other than the address history error where no record exists with a "To Present" date

3.6.11.1.1.3.2 The system shall display the following message if the record is only rejected by eQIP for the address history error where no record exists with a "To Present" date: Submission Test is Successful. This record passes eQIP and OPM Validation.

3.6.12 Update Status

3.6.12.1 The system shall display the words "Update Application Status" under the system name of NASIS when the User selects this action.

3.6.12.2 The system shall also display the Update Status tool containing a selection list of the following statuses in descending alphabetical order:

- Archived successful
- Declined further processing
- Expired
- eQIP
- USMEPCOM
- No longer qualified
- OPM Received

- *OPM Scheduled*
- *OPM Unacceptable*
- *PIR opened*
- *PSI NR*
- *Recalled*
- *Rejected*
- *Requested by other Command*
- *Returned*
- *Terminated*

3.6.12.2.1 The system shall provide the ability for the user to add the following information if the user selects to update the status to eQIP:

- *OPM Request ID – text entry field – 9 characters - numeric*
- *SON submitter number – selection list*

3.6.12.3 The system shall require the above information in order to save the changes

3.6.12.4 The system shall provide the ability to submit and apply the status change.

3.6.12.5 The system shall provide the ability to cancel the status change prior to the change being applied.

3.6.13 View JPAS History (This will change to eQIP once JPAS is turned off)

3.6.13.1 The system shall display the words “JPAS Submission History” below the system name of NASIS when the User selects this action.

3.6.13.2 The system shall also display a summary of all submission attempts and investigation status checks containing the following columns of information for each item:

- *Status – indicates the status of the submission or investigation checks as follows:*
- *JPAS – indicates the record was successfully submitted to JPAS*
- *JPAS-error – indicates that the submission was rejected by JPAS*
- *JPAS-check – indicates the Check Investigation Status action was performed on a record with the status of JPAS*

- *JPAS-Exp* – indicates the action of Update Status to Expired was performed where the previous status of the record was JPAS
- *ACL* – indicates the record was successfully submitted to JPAS using the electronic signature pad
- *OPM Received* – indicates that OPM has received the investigation request
- *OPM Scheduled* – indicates that OPM has opened or “Scheduled” the investigation request
- *OPM Unacceptable* – indicates that OPM has closed the investigation as unacceptable
- *Submission Type* – indicates the type of submission and shall be either:
 - *Signature Pad*
 - *Submission Test*
 - *Conventional*
- *Submission date* – the date and time of the action displayed in the following format: YYYYMMDD HH:MM:SS, with the time using the 24-hour clock
- *Submitted by* – the name of the person performing the submission displayed in the following format: title, first name, middle name, last name (e.g., IC1 Barry M. Hardcharger)
- *RSID* – the six-digit RSID of the User performing the action
- *Station name* – the Station name of the person performing the action
- *SON* – the SON used to perform the submission attempt. If the action was an investigation status check, this field shall be blank.

The list shall be sorted in descending order by the submission date.

3.6.13.3 The system shall provide the User the ability to select an item from the JPAS Submission History list in order to view details concerning the history entry.

3.6.13.4 The system shall display the record in another window with the following information when the User selects a record from the displayed list:

- *Applicant* – first, middle, and last name
- *Submit date* – formatted as follows: YYYYMMDD HH:MM:SS AM/PM
- *Submission type* – type of submission performed
- *Status* – current status of the record

- *Request Identification (ID) – the OPM request ID returned if the submission attempt was successful*
- *Submitted by – title, first, middle, and last name of User who performed the submission attempt*
- *RSID – six-digit RSID of the Recruiter who is the owner of the record*
- *Station name – the station name for the Recruiter*
- *SON – Four-character SON for the person who performed the submission attempt*
- *OPM Case Number – case number received from OPM*
- *OPM Case Name – case name received from OPM*
- *OPM Case Type – case type received from OPM*
- *OPM Date – date the action was performed by OPM*
- *JPAS or eQIP response – scrolling text box detailing the information received from JPAS or eQIP.*

3.6.14 Recruiter Links – Maintenance

Recruiter links concerning maintenance are used by recruiting personnel to perform maintenance and system updating tasks.

3.6.14.1 *The system shall provide the User with action options concerning Maintenance as described in section 6.4.2.1 Change My Password through section 6.4.2.9 User Preferences.*

3.6.15 Selection Maintain Locations

The Maintain Locations link is used to edit and add City, County, and ZIP Code records.

3.6.15.1 *The system shall display the words “Maintain Locations” under the system name of NASIS when the User selects the Maintain Locations link.*

3.6.15.2 *The system shall also display the Maintain Locations tool that provides the User a selection list containing the following location options, which are described in greater detail in section 5.4.2.4.1 City through 5.4.2.4.4 Zip Code:*

- *City*

- County
- ZIP Code

3.6.15.3 *The system should allow NRC to receive confirmation and develop a report outlining selection information for NROTC. Currently the data is contained in CeTARS.*

3.6.15.4 *The system shall have the capability to change USMEPCOM preference for the SF86 submission.*

3.6.15.5 *When the User selects the USMEPCOM Preferences option, the system shall display the words "USMEPCOM Preferences" under the system name of NASIS when the User selects the USMEPCOM Preference option.*

3.6.15.6 *The system shall provide the User the ability to select a default and up to 4 alternate USMEPCOM.*

3.6.15.7 *The system shall display the following fields and options when the User opts to update their USMEPCOM Preferences:*

3.6.15.7.1 The system shall display the following instruction – Select a default USMEPCOM where applicants will be sent to, and up to four alternate USMEPCOM.

- *Select the Default USMEPCOM – selection list with the following options:*
 - *RSID of the USMEPCOM*
 - *Name of the USMEPCOM (e.g. NRPS Portland or USMEPCOM Columbia)*
 - *Sort the list by RSID in ascending order*

3.6.15.7.1.1 The system shall display the following instruction - To select alternate USMEPCOM double click on the USMEPCOM in left most list or select the USMEPCOM and click the "→" button.

3.6.15.7.1.2 The system shall display a list of all of the USMEPCOM with the following options:

- *RSID of the USMEPCOM*
- *Name of the USMEPCOM (e.g. NRPS Portland or USMEPCOM Columbia)*
- *Sort the list by RSID in ascending order*

3.6.15.7.1.3 *The system shall display another list of the right containing up to 4 alternate USMEPCOM selected by the user.*

3.6.15.7.1.4 *The system shall provide the ability to add and remove USMEPCOM from the alternate list.*

3.6.15.7.1.5 *The system shall provide the ability for the User to save their changes.*

Validate Proofs of Citizenship and Registration records (The SF 86 shall be validated against existing PRIDE MOD II applicant record.)

3.6.15.7.2 The system shall send notice to WRT SSA that the applicant needs to fix data on SF86 and resubmit if the SF 86 contains errors.

3.7 Medical Waivers

3.7.1 The system shall subsume all functions of the current Medical Waivers application.

- 3.7.1.1 *The system shall perform all functions of the current MedWaivers application within PRIDE MOD II.*
- 3.7.1.2 *The system shall provide the capability for processors at USMEPCOM and NRDs to upload (scan to PRIDE MOD II) all medical documents in support of a Medical Waiver's request.*
- 3.7.1.3 *The system shall provide for encryption of all medical notes and forms within the database to protect DBA access to sensitive information.*
- 3.7.1.4 *The system shall provide workflow strictly within the medical organization and protection against inadvertent routing of medical related data.*
- 3.7.1.5 *The system shall restrict certain forms from routing outside of the medical chain of command as specified by N3M Director.*
- 3.7.1.6 *The system shall track timeliness of workflow within N3M for execution of the waiver determination.*
- 3.7.1.7 *The system shall allow N3M to set the workflow routing for the medical waiver including a timer on each waiver in case the review is not completed in a timely fashion by the reviewer.*
- 3.7.1.8 *The system shall use the results of the medical waiver determination to allow the applicant either officer or enlisted to continue with the application process or end the application process.*
- 3.7.1.9 *The system shall allow N3M to use an evaluation sheet for determination of the final dispensation of the waiver application.*
- 3.7.1.10 *The system shall allow N3M to make notes on the evaluation sheet in the margin that only designated N3M personnel may read, review and update.*
- 3.7.1.11 *The system shall provide capability for N3M Director or designated representative to electronically and biometrically sign the waiver approval or denial documents.*
- 3.7.1.12 *The system shall medical personnel to upload documents to an already existing waiver process.*
- 3.7.1.13 *The system shall give N3M the capability to tag all documents as N3M sensitive documents to force the system to only release viewing, update and printing for N3M personnel only.*

3.7.1.14

3.7.1.15 Medical Data

3.7.1.15.1 The system shall pass DD Form 2807-2 to USMEPCOM eSOA/MIRS/XRISS application for a preliminary read of the medical information from the applicant to determine eligibility for full physical.

3.8 Technical Constraints

3.8.1 Security and Privacy Requirements

3.8.1.1 Auditing

3.8.1.2 Individual Accountability:

3.8.1.2.1 *The system shall assure individual accountability whenever either a mandatory or discretionary security policy is invoked. To assure accountability, the system shall only allow authorized and competent agents to access and evaluate accountability information by a secure means, within a reasonable amount of time, and without undue difficulty.*

3.8.1.3 User Association:

3.8.1.3.1 *The system shall be able to associate each auditable event with the identity of the user that caused the event.*

3.8.1.4 Authorized Administrators:

3.8.1.4.1 *The system shall allow authorized administrators to read all audit information from the audit records.*

3.8.1.5 Modification and Destruction:

3.8.1.5.1 *The system shall have safeguards in place to detect, minimize, and prevent inadvertent modification or destruction of data.*

3.8.1.6 Interpretation:

3.8.1.6.1 *The system shall provide the audit records in a manner suitable for the user to interpret the information.*

3.8.1.7 Access:

3.8.1.7.1 *The system shall limit access to audit records by role and permission.*

3.8.1.8 Query:

3.8.1.8.1 *The system shall provide the ability to query and sort audit data.*

3.8.1.9 Filters:

3.8.1.9.1 *The system shall allow the user to filter auditable events.*

3.8.1.10 Store:

3.8.1.10.1 *The system shall protect the stored audit records from unauthorized deletion.*

3.8.1.11 Prevent Modification:

3.8.1.11.1 *The system shall prevent modifications to the audit records.*

3.8.1.12 Restrict Modification:

3.8.1.12.1 *The system shall restrict the ability to modify or observe the set of audited events to authorized administrators.*

3.8.1.13 Journal:

3.8.1.13.1 *The system shall keep a journal (e.g., log-in, accesses, etc.) and provide interactive query and report generation functions to assist in reviewing the journal.*

3.8.1.14 Audit Trail:

3.8.1.14.1 *The system shall be able to create, maintain, and protect from modification, unauthorized access, or destruction an audit trail of accesses to the protected objects. The audit data will be protected by the PRIDE Modernization Trusted Computing Base (TCB) so that read-access to the system is limited to those authorized for audit data.*

3.8.1.15 Identification and Authentication:

3.8.1.15.1 *The system shall be able to record the following types of events:*

- *Use of identification and authentication mechanisms*
- *Introduction of objects into a user's address space (e.g., file open, program initiation)*
- *Deletion of objects*
- *Actions taken by computer operators, system administrators, and/or system security officers*
- *Other security-relevant events*
- *For each recorded event, the audit record shall identify the following information:*
 - *Date and time of the event*
 - *User*
 - *Type of event*
 - *Success or failure of the event*

3.8.1.15.2 *For identification / authentication events, the origin of request (e.g., terminal identification) shall be included in the audit record. For events that introduce an object into a user's address space and object deletion events, the audit record shall include the name of the object.*

3.8.1.16 Administration:

3.8.1.16.1 *The system shall allow the administrator to selectively audit the actions of any one or more users based on individual identity.*

3.8.1.17 Mediated Access:

3.8.1.17.1 *The auditing mechanism shall have the capability of auditing all mediated accesses which are visible to users, meaning each discretionary access control policy decision shall be auditable. Individual operations performed by trusted software, if totally transparent to the user, need not be auditable. If the total audit requirement is met by the use of more than one audit log, a method of correlation shall be available.*

3.8.1.18 Document Event:

3.8.1.18.1 *The system shall have a manual or automated audit trail to document the following information:*

- *Date and time of the event*
- *Type of event*
- *Subject identity*
- *Success of the event*

3.8.1.19 Start-up and Shutdown:

3.8.1.19.1 *The system shall have a manual or automated audit trail to document start-up and shutdown of the audit functions.*

3.8.1.20 User Identification:

3.8.1.20.1 *The system shall have a manual and/or automated audit trail to document all use of the user identification mechanism, including the identity provided during successful attempts.*

3.8.1.21 Origin:

3.8.1.21.1 *The system shall have a manual or automated audit trail to document the origin of the attempt (e.g., terminal identification).*

3.8.1.22 Binding User Security Attributes:

3.8.1.22.1 *The system shall have a manual or automated audit trail to document success and failure of binding user security attributes to a subject (e.g., success and failure to create a subject).*

3.8.1.23 Security Attributes:

3.8.1.23.1 *The system shall have a manual or automated audit trail to document all modifications of the values of security attributes.*

3.8.1.24 Permissive or Restrictive Rules:

3.8.1.24.1 *The system shall have a manual or automated audit trail to document modifications of the default setting of permissive or restrictive rules.*

3.8.1.25 Modifications:

3.8.1.25.1 *The system shall have a manual or automated audit trail to document all modifications of the security attributes.*

3.8.1.26 Modification of Data:

3.8.1.26.1 *The system shall have an automated audit trail to document all modifications to the values of the PRIDE Modernization data.*

3.8.1.27 DIACAP Guidelines:

3.8.1.27.1 *The system shall comply with DoD Information Assurance Certification and Accreditation Process (DIACAP) guidelines, reference DODI 8510.01.*

3.8.2 Information Assurance

3.8.2.1 *The DoD information system security design shall incorporate best security practices such as single log-in, Public Key Infrastructure (PKI), smart card, and biometrics.*

3.8.2.2 *A DoD reference document, such as a Security Technical Implementation Guide (STIG) or Security Recommendation Guide (SRG) shall constitute the primary source for security configuration or implementation guidance for the deployment of newly acquired IA- and IA-enabled IT products that require use of the product's IA capabilities. If a DoD reference document is not available, the system owner will work with Defense Information System Agency (DISA) or National Security Agency (NSA) to draft configuration guidance for inclusion in a Departmental reference guide.*

3.8.3 User Roles

3.8.3.1 *After login authentication, the system shall present users with interfaces, functionality, and data as appropriate to that user's assigned permissions*

3.8.3.2 *The system shall provide the capability to assign permissions to user groups or to individuals.*

3.8.3.3 *The system shall provide secure access control allowing permissions to be set at the database row and field level and at the module level.*

3.8.3.4 *The system shall provide the following permission levels for each resource as follows:*

- *Execute, then read only*
- *Execute, then create, replace, update and delete*
- *Execute (apply equations or operate other functionality)*
- *The system shall only display functionality and data users are authorized to access*

3.8.3.5 Administration:

- 3.8.3.5.1 *The system shall allow for one or more users to be designated as an administrator.*
- 3.8.3.5.2 *The system shall provide secure access control allowing permissions at the database row and field level and at the module level.*
- 3.8.3.5.3 *The system shall allow administrators to designate a user as owner of a specific resource.*
- 3.8.3.5.4 *The system shall allow the owner to exercise administration rights over the owned resource.*
- 3.8.3.5.5 *The system shall allow the system administrator to override access assigned by a subordinate unit administrator.*
- 3.8.3.5.6 *The system shall provide the capability for administrators to create, delete, and modify individual user profiles and associated permission assignments.*
- 3.8.3.5.7 *The system shall provide the capability for administrators to create, delete, and modify user groups / roles and associated permission assignments.*
- 3.8.3.5.8 *The system shall provide the capability for administrators to assign an individual user to one or more user groups / roles.*
- 3.8.3.5.9 *The system shall provide the capability for one or more users to be designated as a user group administrator.*
- 3.8.3.5.10 *The user group administrator shall have the capability to create, delete, and modify user profiles and associated permission assignments only in the user's own group.*
- 3.8.3.5.11 *The user group administrator shall have the capability to create, delete, and modify user sub-groups / sub-roles and associated permission assignments to be contained within the user's own group.*
- 3.8.3.5.12 *The system shall provide the capability for administrators to assign users to one or more user sub-groups / sub-roles.*
- 3.8.3.5.13 *The system shall provide the capability for administrators to define or create new data sources based on functional owner approval.*
- 3.8.3.5.14 *The system shall provide the capability for administrators to cancel any query request in the system queue regardless of status.*

3.8.3.5.15 The system shall provide the capability for administrators to set defaults for all user configurable items including:

- Number of data elements within one query*
- Number of elements returned in query result*
- Number of elements to query in a non-optimized query*
- Number of allowable query returns*

3.8.3.5.16 The system shall permanently remove all non-shared queries associated with users who have been deleted from the system.

3.8.3.5.17 The system shall allow the administrator to transfer ownership of data and resources from one user to another.

3.8.3.5.18 The system shall allow the administrator to view and print all or part of the permission assignments including a list of resources assigned to each user and a list of users assigned to each resource.

3.8.3.6 Buffer Overruns:

3.8.3.6.1 *Software quality requirements and validation methods that are focused on the minimization of flawed or malformed software that can negatively impact integrity or availability (e.g., buffer overruns) are specified for all software development initiatives.*

3.8.3.7 Public Key Infrastructure Certificates:

3.8.3.7.1 *Identification and authentication is accomplished using the DoD PKI Class 3 or 4 certificates and a hardware security token. This statement deviates from the original DoDI per Joint Task Force – Global Network Operations (JTF-GNO) Communications Tasking Order (CTO) 06-02.*

3.8.3.8 On-Line monitoring and Audit Trail Creation:

3.8.3.8.1 *An automated, continuous on-line monitoring and audit trail creation capability is deployed with the capability to immediately alert personnel of any unusual or inappropriate activity with potential IA implications and with a user configurable capability to automatically disable the system if serious IA violations are detected.*

3.8.3.9 Access Control:

3.8.3.9.1 *Access control mechanisms exist to ensure that data is accessed and changed only by authorized personnel and systems. Access and changes to the data are recorded in transaction logs that are reviewed periodically or immediately upon system security events. Users are notified of the time and date of the last change in data content.*

3.8.3.10 Database Management:

3.8.3.10.1 *Transaction-based systems (e.g., database management systems, transaction processing systems) implement transaction roll-back and journaling or technical equivalents.*

3.8.3.11 Intrusion Detection:

3.8.3.11.1 *Host-based Intrusion Detection Systems (IDS) are deployed for major applications and for network management assets, such as routers, switches, and Domain Name Servers (DNS).*

3.8.3.12 Instant Messaging:

3.8.3.12.1 *Instant messaging traffic to and from Instant Messaging (IM) clients that are independently configured by end users and that interact with a public service provider is prohibited within DoD information systems. Both inbound and outbound public service IM traffic is blocked at the enclave boundary. This does not include IM services that are configured by a DoD AIS application or enclave to perform an authorized and official function.*

3.8.3.13 Routers, Switches, and Firewalls

3.8.3.14 Role-Based Access:

3.8.3.14.1 *All privileged user accounts are established and administered in accordance with a role-based access scheme that organizes all system and network privileges into roles (e.g., key management, network, system administration, database administration, web administration). The Information Assurance Manager (IAM) tracks privileged role assignments.*

3.8.3.15 Modification or Deletion of Audit Trails:

3.8.3.15.1 *The contents of audit trails are protected against unauthorized access, modification, or deletion.*

3.8.3.16 Label Information:

3.8.3.16.1 *The PRIDE Modernization will label information exempt from disclosure to reflect sensitivity. For example, "FOR OFFICIAL USE ONLY," "PRIVACY ACT SENSITIVE: DISCLOSE ON A NEED-TO-KNOW BASIS ONLY" or some other statement will alert individuals to the sensitivity of the records. The system will provide a warning banner that includes this information during log-in. Printed output will include the label.*

3.8.3.17 Training:

3.8.3.17.1 *Employees receive initial and periodic training in the operation of environmental controls.*

3.8.3.17.2 *The system shall provide simulation training to support classroom training of work flow management procedures (similar to PMOD for NORU).*

3.8.3.18 Restoration Site:

3.8.3.18.1 *An alternate site is identified that permits the restoration of all mission or business essential functions.*

3.8.3.18.2 *Procedures are in place to assure the appropriate physical and technical protection of the backup and restoration hardware, firmware, and software, such as router tables, compilers, and other security-related system software.*

3.8.3.19 Data Backup:

3.8.3.19.1 *Data backup is accomplished by maintaining a redundant secondary system, not co-located, that can be activated without loss of data or disruption to the operation.*

3.8.3.20 Disaster Plan:

3.8.3.20.1 *A disaster plan exists that provides for the smooth transfer of all mission or business essential functions to an alternate site for the duration of an event with little or no loss of operational continuity. Disaster recovery procedures include:*

- *Business recovery plans*
- *System contingency plans*
- *Facility disaster recovery plans*
- *Plan acceptance*

3.8.3.21 Enclave Boundary

3.8.3.21.1 *Enclave boundary defense at the alternate site must be configured identically to that of the primary site.*

3.8.3.22 Identify Priority Restoration

3.8.3.22.1 *Mission and business-essential functions are identified for priority restoration planning along with all assets supporting mission or business-essential functions (e.g., computer-based services, data and applications, communications, physical infrastructure).*

3.8.3.23 Uninterrupted Power

3.8.3.23.1 *Electrical systems are configured to allow continuous or uninterrupted power to key IT assets and all users accessing the key IT assets to perform mission or business-essential functions. This may include an uninterrupted power supply coupled with emergency generators or other alternate power source.*

3.8.3.24 Recovery Procedures

- 3.8.3.24.1 Recovery procedures and technical system features shall exist to ensure that recovery is done in a secure and verifiable manner. Circumstances that can inhibit a trusted recovery are documented and appropriate mitigating procedures have been put in place as defined in the Risk Management Plan.*
- 3.8.3.24.2 The physical PRIDE Modernization system must be deployed in a DIACAP approved facility. The network and servers must have Authority to Operate approval before operations may commence.*
- 3.8.3.24.3 PRIDE Modernization contains Sensitive but not Classified information. As a result all User access will be authenticated and audited to provide a Trusted Computing Base (TCB) for Recruiting processing.*
- 3.8.3.24.4 Backup and auditing processes will accompany the authentication and authorization processes to minimize the threat of modification and deletion.*

3.8.4 Privacy

- 3.8.4.1 PRIDE shall adhere to the Department of Navy's Privacy Policy per SECNAVINST 5211.5E.**

3.8.5 Security

3.8.5.1 Authentication:

- 3.8.5.1.1 *PKI will be used to authenticate identity, establish access control, guarantee non-repudiation, maintain data integrity, and ensure information confidentiality IAW DODD 8520.2.*
- 3.8.5.1.2 *The system shall allow for log-on authentication where the target population does not have a means to obtain PKI certificates.*

3.8.5.2 Password Security:

- 3.8.5.2.1 *Password security for users and administrators shall be IAW the Chairman of the Joint Chiefs of Staff Manual (CJCSM) 6510.01, Information (IA) and Computer Network Defense (CND).*

3.8.5.3 Information Management:

- 3.8.5.3.1 *The system shall adhere to the Privacy Act of 1974 (5 USC 552a). The Privacy Act of 1974, as amended, is the statutory basis for the Navy Privacy Program. Within the DOD, the Act is implemented by DODD 5400.11 and DOD 5400.11-R.*

3.9 Diagrams

3.9.1 DoDAF Diagrams

3.9.1.1 PRIDE Mod II Operational Concept Diagram: OV-1

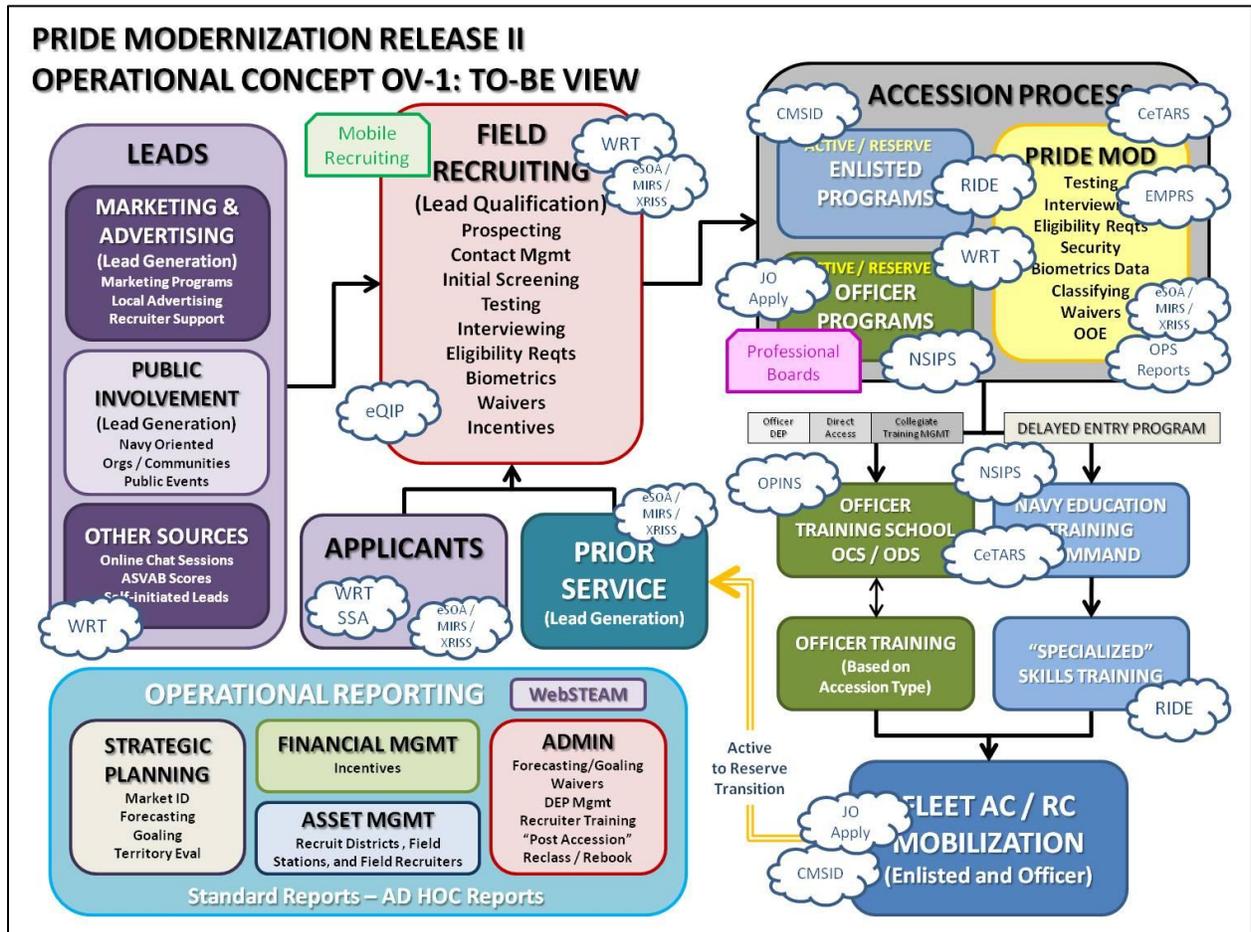


Figure 97 - PRIDE Mod II OV-1

3.9.1.2 PRIDE Mod II Operational Node Connectivity Description Diagram: OV-2

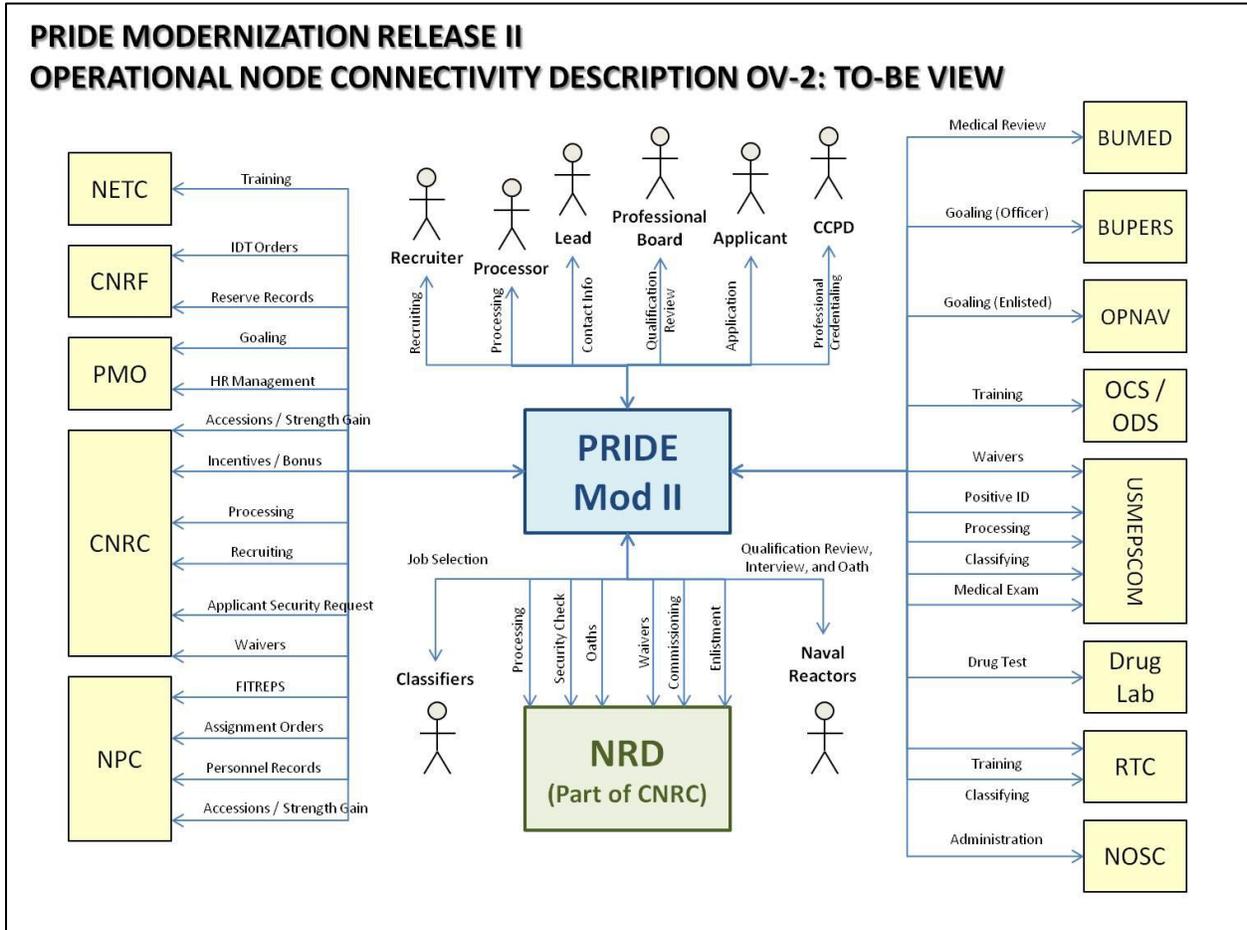


Figure 98 - PRIDE Mod II OV-2

3.9.1.3 Operational Information Exchange Matrix: OV-3

PRIDE Modernization Release II Operational Information Exchange Matrix OV-3 Diagram							
Information exchanged between nodes and the relevant attributes of that exchange such as media, quality, quantity, and the level of interoperability required.							
Needline Information		Information Element Description			Producer	Consumer	
Needline Identifier	Information Exchange Identifier	Content	Scope	Language	Sending Op Node Name and Identifie	Receiving Op Node Name and Identifie	
Training	Verifying a sailor's training record to ensure qualification.	NETC manages sailors' training curriculums and maintains the central training records.	All Navy personnel	English	NETC	PRIDE MOD 2	
Training	OCS / ODS training record is updated in PRIDE MOD 2.	Officer candidates attend OCS/ODS. DTS updates the Officer training records.	Officers	English	OCS / ODS	PRIDE MOD 2	
Training	Enlisted training status (boot camp).	Enlisted sailors go to boot camp and the RTC updates their service record.	Enlisted	English	RTC	PRIDE MOD 2	
Goaling	A goaling letter is sent with the hiring goals for that district.	Chief of Naval Personnel (BUPERS) issues overall Navy accession goals. CNRC sets the goal for the districts based on the overall goaling letter.	District recruiters	English	BUPERS	PRIDE MOD 2	
Goaling	A goaling letter is sent with the hiring goals for that district.	PMO manages the supply chain based on the goaling letter.	District recruiters	English	PMO	PRIDE MOD 2	
Positive ID	Biometrics identifiers help ensure valid Navy applicants.	Biometrics includes 14 pt. facial recognition and fingerprint information.	All Navy personnel	English	MEPS	PRIDE MOD 2	
Processing	Record applicant's visit to the MEPS.	The MEPS takes an applicant's information and records it in the system.	All Navy personnel	English	MEPS	PRIDE MOD 2	
Classifying	Identify jobs for the applicant.	Applicants are offered ratings based on their medical screening results, ASVAEB test scores, security investigation results, and Citizenship.	All Navy personnel	English	MEPS	PRIDE MOD 2	
Medical Exam	Results of the applicant's medical exam.	The MEPS collects and records the applicant's dental and medical information.	All Navy personnel	English	MEPS	PRIDE MOD 2	
Drug Test	Results of the applicant's drug test.	The applicant must pass at least one drug test during the accession processes.	All Navy personnel	English	Drug Lab	PRIDE MOD 2	
Classifying	Identify jobs for the applicant.	Recruits are confirmed for ratings based on a reevaluation of medical screening and security investigation findings.	Enlisted	English	RTC	PRIDE MOD 2	
Administration	Administration of reservists Navy personnel records.	Reservists serve their commitments under the administration of a NOSC.	Reservists	English	NOSC	PRIDE MOD 2	
Enlistment	Enlistment documentation.	The NRD gets all enlistment documents together (FIN DOCS, etc.).	Enlisted	English	NRD	PRIDE MOD 2	
Commissioning	Commissioning orders for non-professional Officers.	The NRD outs the orders for non-professional Officers.	Officers	English	NRD	PRIDE MOD 2	
Waivers	Medical waivers status and information.	MEPS submits waivers to the NRD and then a decision is made on the status of the individual.	All Navy personnel	English	NRD	PRIDE MOD 2	
Waivers	Medical waiver status and information.	Applicants may need medical waivers in order to join the Navy.	All Navy personnel	English	MEPS	PRIDE MOD 2	
Waivers	Medical and program waiver status and information.	Sailors may need medical or program waivers to continue serving the Navy in their current capacities.	All Navy personnel	English	CNRC	PRIDE MOD 2	
Oaths	Confirmation that the Oath was signed and accepted.	Enlisted, Officer active and reservists must sign an oath of commitment to the Navy. The acceptance of the oath is sent to PRIDE MOD 2.	All Navy personnel	English	NRD	PRIDE MOD 2	
Oaths	Confirmation that the Oath was signed and accepted.	Officers candidates for the nuclear program must sign an oath of enlistment.	All Navy personnel	English	Naval Reactors	PRIDE MOD 2	

Figure 99 - PRIDE Mod II OV-3

NOTE – this is only a portion of the OV-3 DoDAF diagram and is just a placeholder for the actual file. Please see the native file for the entire spreadsheet.

3.9.1.4 Organizational Relationships Charts: OV-4

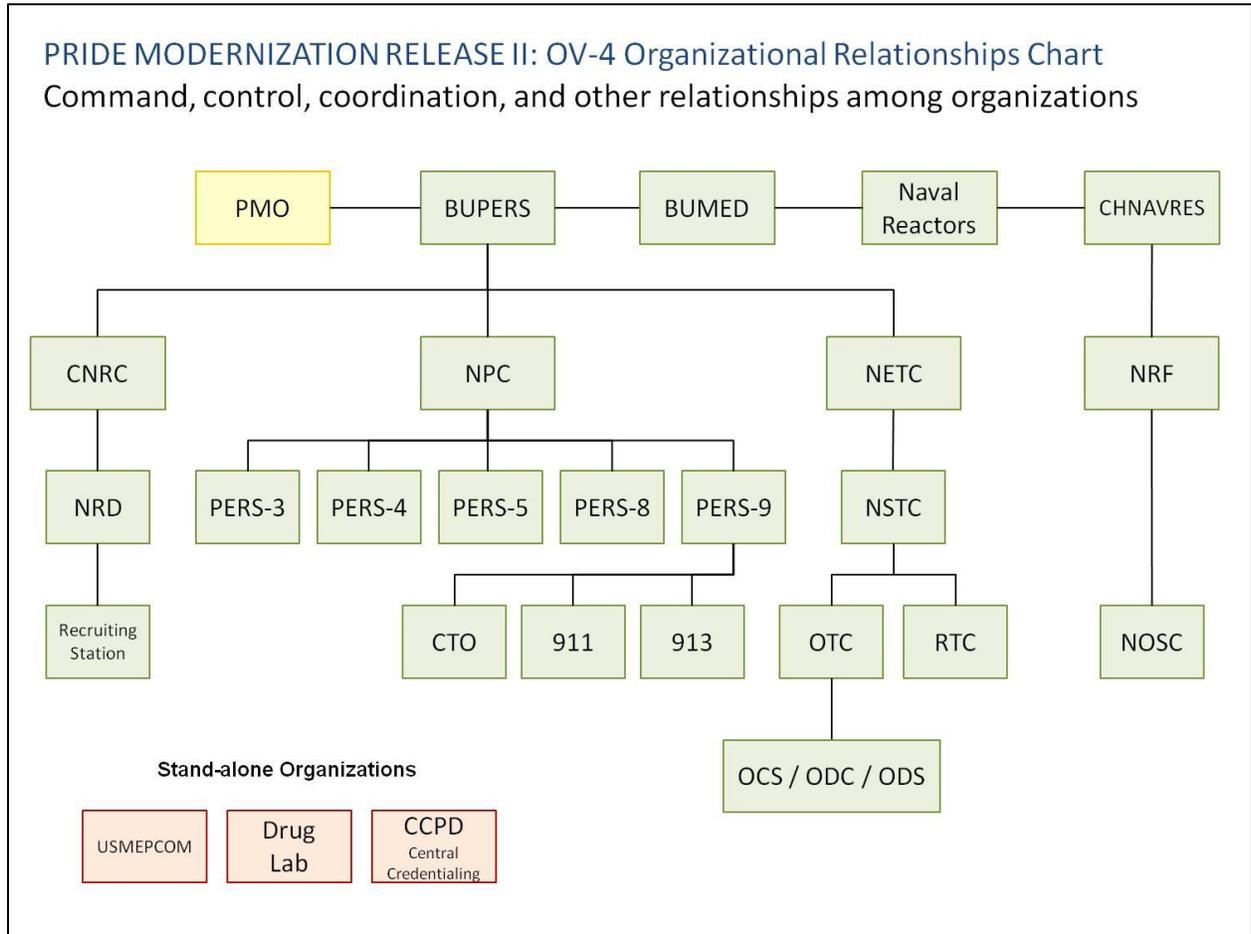


Figure 100 - PRIDE Mod II OV-4

3.9.1.5 Operational Activity Model: OV-5

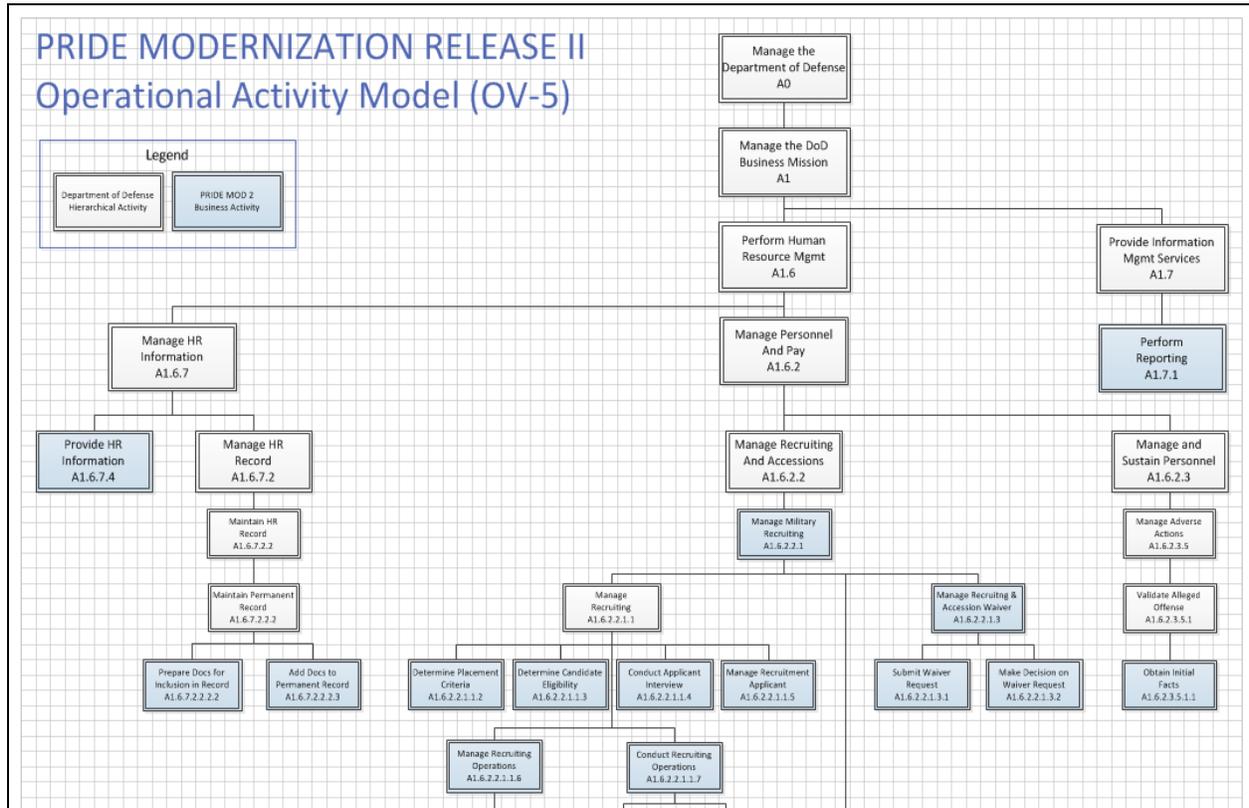


Figure 101 - PRIDE Mod II OV-5

NOTE – this is only a portion of the OV-5 DoDAF diagram and is just a placeholder for the actual file. Please see the native file for the entire VISIO diagram.

3.9.1.6 System to System Interface Diagram: SV-1

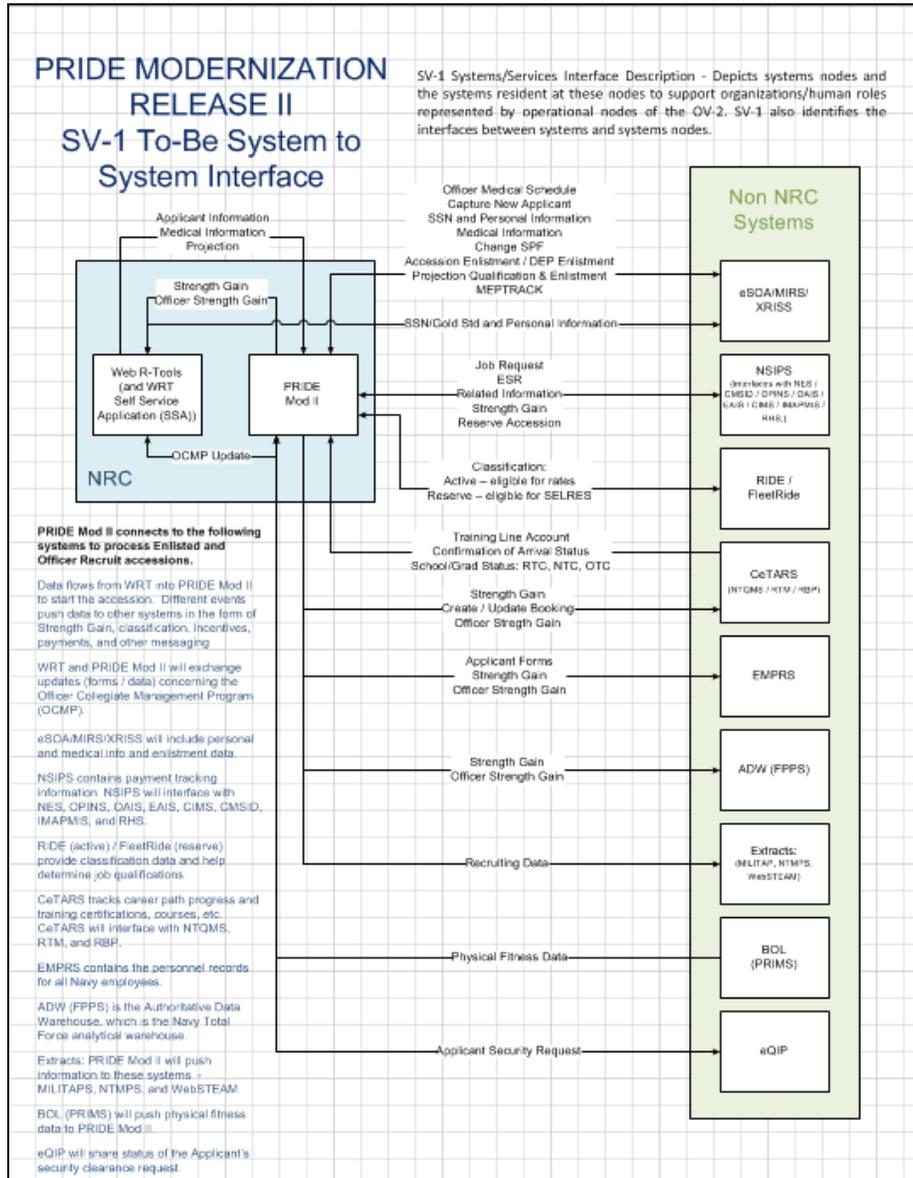


Figure 102 - PRIDE Mod II SV-1

NOTE – this is a screen capture of the SV-1 DoDAF diagram and is just a placeholder for the actual file. Please see the native file for a more readable version.

3.9.1.7 Systems Functionality Description: SV-4

PRIDE MODERNIZATION RELEASE II	
SV-4: Systems Functionality Description	
Colors indicate system function sources: Blue - Business Enterprise Architecture (BEA) Pink - Department of Defense Human Resource Management (DODHRM) Green - Department of the Navy Enterprise Architecture (DON EA)	
SYSTEM FUNCTIONS	
Collect Assignment Action Data from External Source	
Collect Education Benefit Data from External Source	
Collect Education Management Data from External Source	
Collect Human Resources Data from External Source	
Collect Human Resources Interaction Data from External Source	
Collect Individual Assignment Data from External Source	
Collect Individual Training Course Management Data from External Source	
Collect Interagency Support Data from External Source	
Collect Law Enforcement Data from External Source	
Collect Legal Personnel Program Data from External Source	
Collect Manpower Data from External Source	
Collect Military Personnel Separation Data from External Source	
Collect Military Recruiting and Accession Management Data from External Source	
Collect Other Benefits Data from External Source	
Collect Performance Evaluation Data from External Source	
Collect Performance Program Data from External Source	
Collect Personnel Availability Tracking Data from External Source	
Collect Personnel Grade Change Data from External Source	
Collect Personnel Readiness Data from External Source	
Collect Personnel Security Data from External Source	
Collect Physical Evaluation Process Data from External Source	
Collect Physical Fitness Program Data from External Source	
Collect Recognition Program Data from External Source	
Collect Transfer Data from External Source	

Figure 103 - PRIDE Mod II SV-4

NOTE – this is only a portion of the SV-4 DoDAF diagram and is just a placeholder for the actual file. Please see the native file for the entire spreadsheet.

3.9.2 Enlisted Incentives Flow Diagram

Diagram to be provided prior to contract award.

3.10 Systems List

ADE – Authoritative Data Environment: Navy Total Force analytical warehouse.

BOL – BUPERS Online – right now HQ provides BUPERS with the data and BUPERS enters it into BOL.

CeTARS – Corporate Enterprise Training Activity Resource Systems: tracks career path progress and training certifications, courses, etc. CeTARS should contain grad rates, attrition rates, new jobs, codes, etc.

CIRIMS – currently has the Officer (active/reserve) and reserve enlisted process information. Need to add Officer active/reserve processing. CIRIMS is being migrated into PRIDE Mod II. Recruiters will NOT work in this system. CIRIMS will be the “band-aid” for Officer information until PM2 comes online in FY13. Pulls leads from WRT.

CRM – Customer Relations Manager – this is a “prospecting” tool in WRT.

eSOA – web-wrapping overtop of MIRS, but there is latency issues. eSOA “services” will need to be included in all PRIDE Modernization releases.

eQIP – Electronic Questionnaire for Investigations Processing: used to start the security clearance and background check investigation process.

FleetRide – tracks reclassification, changes in careers, someone “fails” part of training, etc. FleetRIDE contains Reserves information too.

FPPS – Fleet Personnel Pay System

IPPS – Integrated Personnel Pay System

MEDWaivers – Medical Waivers

MIRS – MEPCOM Integrated Recruiting System – Classifiers have to enter data directly into MIRS b/c it doesn’t talk to PRIDE Modernization.

NSIPS – Navy has web service with NSIPS, not NES (so replace NES on the diagrams). NSIPS contains the current payment tracking information. Enter reservist info when the person is accepted into SELRES. A person can’t get paid until they are loaded into NSIPS.

NES – Navy Enlisted System

MILITAPS – tracks military bonuses and how they are paid out.

OAIS – Active duty detailing system used to match Officers with billets. Used by detailers.

OPINS – Active duty Officer pay system (gets billet data from TFMMS)

PORT – old system that allowed KITs to be tracked. Similar to PRIDE but for Officers, it was overtaken by WOT.

PRIDE - Personalized Recruiting for Immediate and Delayed Entry - assist the applicant in selecting the job that is the best fit for the applicant and the Navy. PRIDE captures enlisted applicant qualifications data (e.g. aptitude, test scores, education, color perception, etc.) and determines the ratings and programs for which an enlisted applicant is best qualified. The system matches applicant qualifications to available programs as determined by the needs of the Navy and school seat quota availability to provide available options. PRIDE is also used to process incentives and waivers as required and to make Class A school reservations. PRIDE supports the enlisted accessions process by providing enlisted applicant classification, initial input to the enlisted service record, and allocation of training resources. The system shall track Enlisted Accessions (Shipping) goal attainment when an Applicant ships to RTC relative to the Nation, Region, and District.

PRIMS – Physical Readiness Information Management System

Q-PRIDE – a SQL-based product that got integrated into PRIDE Modernization Release 1. (Not all data fields can currently be queried...)

RHS – Reserve Headquarters System: the OPINS/NES for reserves (both active / enlisted).

RIDE – helps determine what job recruits are qualified for. Enlisted only! Crunches individual's personal data / numbers and then comes back and says which jobs a person is qualified for. Contains accessions/eligibility determinations.

ROSCOE – active Officer attrition file system (part of OPINS, really just a database). Active duty records are kept 20 years in ROSCOE. For reservists, if you are discharged after 13 months your file is erased.

WebSteam – the research / optimization application for Navy recruiting, asset management. This system just deal with Enlisted (might add Officers in the future) and the analysis is done at the district level (broken out to zip codes, etc.). Navy owned system.

WOT – Web O Tools: the system with Officer information. The Officer (and Reserve) processes are going into CIRIMS and the prospecting pieces are going into WRT.

WRT – Web R Tools: prospect information is entered into this system. High school recruiters will eventually use this system to check ASVAB scores. (The old system is Web O Tools). WRT has a “form service”. The recruiter can start a person's application (or the person can use SSA to start their own application). Recruiters can get “strength gain” info from PRIDE such as enlisted data, job title, etc.

WRT SSA – Web RTools Self Service Application: This is a link on Navy.com but it can be accessed through any browser. An applicant creates their own account, then logs in and the info entered goes directly into the WRT database. The recruiter can run a scan of the database and see who has entered an application. This helps the recruiter determine if this person is eligible. SSA will weed some people out right away (age, etc.) The person is a “prospect” (not a lead) until he meets with an actual recruiter.

VIPS – Virtual Integrated Processing System: will be incorporated with all services, not just Navy recruiting, and will become a portal for leads into the system. VIPS will include fingerprinting, biometrics, etc. and is going to marry eSOA/MIRS/XRISS together. **NOTE - System is in a strategic pause.**

XRISS – contains pre-medical screening and biometrics information.

3.11 System Requirements

The Contractor shall design PRIDE MOD II to support automated system interface connectivity and performance monitoring and alerting capability if issues are detected, in accordance with the FRD.

The Contractor shall ensure the design of the PRIDE MOD allows for an Operational Availability (OA) at 97% (Threshold) with the target of 99% (Objective).

PRIDE MOD II shall have no architectural limitations that would preclude a minimum of 5,000 concurrent users (Threshold) or up to 8,000 concurrent users (Objective). Additionally, PRIDE MOD II shall have no architectural limitations that would preclude a minimum of 1,000,000 registered users (Threshold) or up to 1,300,000 registered users (Objective).

4 Appendix

4.1 Appendix A: PRIDE Modernization Increment II Application Kit Use Cases

PRIDE Mod II Application Kit Use Cases

project location [..\PRIDE MOD II Use Cases version 3.ump](#)

Index of diagrams:

BPMN 1 [GeneralOfficerBusinessProcss](#)
 Business
 Process
 Diagram
 UseCase [All Officers](#)
 Diagram

Index of elements:

Activity	Activity1			
Actor	Non-professional applicant	NRD Quality Assurance and Processor Component View	Professional Applicant	
Package	BusinessProcess		Root	
UseCase	Academic Degree Completion Plan Anthropometric Measurements Certified as a True Copy CHC Character References Conditional Release Copy of all licensinees for 16xx Merchant Mar DD Form 372 Duty Preference Evidence of Speciality Training GPA Calculation Worksheet Interservice Transfer Papers pass to PERS 911 Licensure Verification for Med Program Applicants Maximum Age Statement of Understanding MD - Medical Residency Entrance Exam MSC Character Ref MSC- Academic Degree Completion Plan Navy Tattoo Screening Certificate	Academic Information Application for HPLRP Change of Name CO Recommendation's for SELRES Contingent Resignation Ltr Critical Skills Accession Bonus DEA Certifications ECFMG family Care Plan Certificate GRE or GMAT JAG Scroll Pre-Screen Form Ltr of Acceptance MC - Medical Residency Entrance Exam MED MSC Character References NAVCRUIT 1131/238 NBOME	Complete SF86 as reqd Copy of Official Transcripts DC Professional Exam Dental P&P Employment References FingerPrint Checks Idenification of Citizenship Last 4 FITREP Ltr of Good Standing MC/DC/NC Character Ref Merchant Marine PRT Results MSC P&P NAVETS & Recalls NC 1100/25	Annual Statement of Service History Application LTR for Accession Bonus Program CHC Character Ref Complex Comp Osteopathic Med Licensing Exam Copy of all licenses for 16XX Merchant Marine applicants DD 214 Dive PRT Enl Personnel Action Request GME Grad Med Education Instructor Reference Letter of Understanding Ltr of Inter-Service Transfer MC/DC/NC Character References Miscellaneous Documents MSC Professional Exam NAVRES Incentives Agreement 2-4 NGB Form 22

<u>Notes</u>	<u>NUPOC Letter of Intent to Enlist</u>	<u>Nurse P&P</u>	<u>Obtain Conditional Release</u>
<u>OCS & DCAcademic Degree Completion Plan</u>	<u>OCS CTS Statement of Understanding</u>	<u>OCS- Academic Degree Completion Plan</u>	<u>Official ASTB scores report from NOMI</u> <u>or APEX command letter printed from APEX.net</u>
<u>Official SAT and/or ACT score report</u>	<u>PEER References</u>	<u>Personal and Professional Info Sheet</u>	<u>Photographs</u>
<u>Physical Qualification for Appointment/Commission</u>	<u>Physical Qualification for Appointment/Commission1</u>	<u>Point Capture or separation orders</u>	<u>Police Record Checks</u>
<u>PRIMS Report</u>	<u>Prof School Exam</u>	<u>Professional Community Interviewer's Appraisal Sheet</u>	<u>Professional Contract Agreement 21053</u>
<u>Professional Engineer License or Engineer in Training Certificate</u>	<u>Professional Information</u>	<u>Proof of Liability Insurance</u>	<u>PRT for OCS</u>
<u>Ready Reserve Transfer Request Service Agreement</u>	<u>Ready Reserve Transfer Request Service Agreement</u>	<u>Request for Ecclesiastical Endorsement</u>	<u>Resume/Curriculum Vitae</u>
<u>SAT/ACT Scores</u>	<u>Scroll Pre-Screening Form</u>	<u>SF 86</u>	<u>Special Pay for Affiliation of Commissioned Officers</u>
<u>Special Warfare Group Endorsement</u>	<u>SSN</u>	<u>SSN Privacy Statement</u>	<u>State Medical Board Certificate</u>
<u>Statement of Service for prior commissioned officers</u>	<u>Statement of understanding for Security Investigation</u>	<u>Submit Centralized Creditentials & Priviledgin</u>	<u>Submit NP1306</u>
<u>Submit Personal Information</u>	<u>Submit Prior Service Information</u>	<u>Submit Prior Service Record</u>	<u>Submit Program Documents</u>
<u>Submit resume & licenses to CM</u>	<u>Submits Basic Application</u>	<u>Three Interviews Req'd</u>	<u>Training Program & Director Reference</u>
<u>Training Program & Director Reference</u>	<u>Transcripts</u>	<u>Two Interviews Req'd</u>	<u>UseCase1</u>
<u>USMLE</u>	<u>USMLE</u>	<u>Verification NLN/CCNE</u>	
<u>Letter of Intent if any step is incomplete</u>	<u>US Med Licensing Exam</u>	<u>Nursing Ed.</u>	

Use Case Elements

properties	qualified name Root visibility public
ownedDiagrams	All Officers
ownedMember	<p> Academic Degree Completion Plan Academic Information Academic Year Statement 1985 Annual Statement of Service History Anthropometric Measurements Application for HPLRP Application for Recall to Ext Active Duty prior commission any service Application LTR for Accession Bonus Program BPMN Profile BusinessProcess Certified as a True Copy Change of Name Character References CHC Character Ref CHC Character References CO Recommendation's for SELRES Complete SF86 as reqd Complex Comp Osteopathic Med Licensing Exam Component View Conditional Release Contingent Resignation Ltr Copy of Official Transcripts Copy of all licenses for 16XX Merchant Marine applicants Copy of all licensinees for 16xx Merchant Mar Critical Skills Accession Bonus DC Professional Exam DD 214 DD Form 372 DEA Certifications Dental P&P Dive PRT Duty Preference ECFMG Employment References Enl Personnel Action Request Evidence of Speciality Training family Care Plan Certificate FingerPrint Checks GME Grad Med Education GPA Calculation Worksheet GRE or GMAT Identification of Citizenship Instructor Reference Interservice Transfer Papers pass to PERS 911 JAG Scroll Pre-Screen Form Last 4 FITREP Letter of Understanding Licensure Verification for Med Program Applicants Ltr of Acceptance Ltr of Good Standing Ltr of Inter-Service Transfer Maximum Age Statement of Understanding MC - Medical Residency Entrance Exam MC/DC/NC Chararacter Ref MC/DC/NC Chararacter References MD - Medical Residency Entrance Exam MED Merchant Marine PRT Results Miscellaneous Documents MSC Character Ref MSC Character References MSC P&P MSC Professional Exam MSC- Academic Degree Completion Plan NAVCRUIT 1131/238 NAVETS & Recalls NAVRES Incentives Agreement 2-4 Navy Tattoo Screening Certificate NBOME NC 1100/25 NGB Form 22 Non-professional applicant Notes NRD Quality Assurance and Processor NUPOC Letter of Intent to Enlist Nurse P&P Obtain Conditional Release OCS & DC Academic Degree Completion Plan OCS CTS Statement of Understanding OCS- Academic Degree Completion Plan Official ASTB scores report from NOMI or APEX command letter printed from APEX.net Official SAT and/or ACT score report PEER References Personal and Professional Info Sheet Photographs Physical Qualification for Appointment/Commission Physical Qualification for Appointment/Commission1 Point Capture or separation orders Police Record Checks PRIMS Report Prof School Exam Professional Applicant Professional Community Interviewer's Appraisal Sheet Professional Contract Agreement 21053 Professional Engineer License or Engineer in Training Certificate Professional Information Proof of Liability Insurance PRT for OCS Ready Reserve Transfer Request Service Agreement Ready Reserve Transfer Request Service Agreement Request for Ecclesiastical Endorsement Resume/Curriculum Vitae SAT/ACT Scores Scroll Pre-Screening Form SF 86 Special Pay for Affiliation of Commissioned Officers Special Warfare Group Endorsement SSN SSN Privacy Statement State Medical Board Certificate Statement of Service for prior commissioned officers Statement of understanding for Security Investigation Submit Centralized Creditialials & Priviledgin Submit NP1306 Submit Personal Information Submit Prior Service Information Submit Prior Service Record Submit Program Documents Submit resume & licenses to CM Submits Basic Application Three Interviews Req'd Training Program & Director Reference Training Program & Director Reference Transcripts Two Interviews Req'd UseCase1 USMLE Letter of Intent if any step is incomplete USMLE US Med Licensing Exam Verification NLN/CCNE Nursing Ed. </p>

A.1 Use Case - Academic Degree Completion Plan

diagram											
owner	Root										
properties	<table> <tr> <td>qualified name</td> <td>Academic Degree Completion Plan</td> </tr> <tr> <td>visibility</td> <td>public</td> </tr> <tr> <td>leaf</td> <td>false</td> </tr> <tr> <td>abstract</td> <td>false</td> </tr> <tr> <td>isFinalSpecialization</td> <td>false</td> </tr> </table>	qualified name	Academic Degree Completion Plan	visibility	public	leaf	false	abstract	false	isFinalSpecialization	false
qualified name	Academic Degree Completion Plan										
visibility	public										
leaf	false										
abstract	false										
isFinalSpecialization	false										
target of relation	Include Academic Information										
shown on diagram	All Officers										
hyperlinks	..\Forms/1131_4_1.pdf										

_____ Date

From: _____
(Academic Advisor for Applicant)

To: Commander, Navy Recruiting Command (Code _____)
Commander, Naval Education and Training Command (Code _____)

Via: Commanding Officer, Navy Recruiting District _____

Subj: OFFICER ACADEMIC DEGREE PLAN FOR _____
(APPLICANT NAME ONLY)

Course Previously Eamed/Transferred From Another Institution

Course	Course Number	Hours	Title

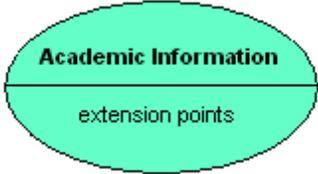
Total Quarter/Semester Hours: _____

Quarter/Semester: _____ **Year:** 20 _____

Course	Course Number	Hours	Title

Total Quarter/Semester Hours: _____

A.2 Use Case - Academic Information

diagram	 <p>The diagram shows a light blue oval divided horizontally. The top half contains the text "Academic Information" and the bottom half contains "extension points".</p>	
owner	Root	
properties	qualified name	Academic Information
	visibility	public
	leaf	false
	abstract	false
	isFinalSpecialization	false
associations to	from	to Association name
		Non-professional applicant
		Professional Applicant
		NRD Quality Assurance and Processor
associations from	from	Association name
		Non-professional applicant
		Professional Applicant
		NRD Quality Assurance and Processor
source of relation	Include	
		MSC- Academic Degree Completion Plan
		Academic Year Statement 1985 OCS & DC Academic Degree Completion Plan
		GPA Calculation Worksheet Academic Degree Completion Plan
		Copy of Official Transcripts
		Ltr of Acceptance GRE or GMAT Prof School Exam Ltr of Good Standing
shown on diagram	All Officers	

A.3 Use Case - Academic Year Statement 1985

diagram	<p>The diagram shows a use case represented by an oval. The top half of the oval contains the text "Academic Year Statement 1985" followed by the constraint notation "{For MED, DEN, MSC}" in curly braces. The bottom half of the oval contains the text "extension points".</p>										
owner	Root										
properties	<table> <tr> <td>qualified name</td> <td>Academic Year Statement 1985</td> </tr> <tr> <td>visibility</td> <td>public</td> </tr> <tr> <td>leaf</td> <td>false</td> </tr> <tr> <td>abstract</td> <td>false</td> </tr> <tr> <td>isFinalSpecialization</td> <td>false</td> </tr> </table>	qualified name	Academic Year Statement 1985	visibility	public	leaf	false	abstract	false	isFinalSpecialization	false
qualified name	Academic Year Statement 1985										
visibility	public										
leaf	false										
abstract	false										
isFinalSpecialization	false										
ownedMember	Constraint1 Constraint2 Constraint3										
target of relation	Include Academic Information										
shown on diagram	All Officers										
constraints	<table> <tr> <td>Constraint1:</td> <td>For MED</td> </tr> <tr> <td>Constraint2:</td> <td>DEN</td> </tr> <tr> <td>Constraint3:</td> <td>MSC</td> </tr> </table>	Constraint1:	For MED	Constraint2:	DEN	Constraint3:	MSC				
Constraint1:	For MED										
Constraint2:	DEN										
Constraint3:	MSC										

A.4 Use Case - Annual Statement of Service History

diagram											
owner	Root										
properties	<table> <tr> <td>qualified name</td> <td>Annual Statement of Service History</td> </tr> <tr> <td>visibility</td> <td>public</td> </tr> <tr> <td>leaf</td> <td>false</td> </tr> <tr> <td>abstract</td> <td>false</td> </tr> <tr> <td>isFinalSpecialization</td> <td>false</td> </tr> </table>	qualified name	Annual Statement of Service History	visibility	public	leaf	false	abstract	false	isFinalSpecialization	false
qualified name	Annual Statement of Service History										
visibility	public										
leaf	false										
abstract	false										
isFinalSpecialization	false										
ownedMember	Constraint1										
target of relation	Include NAVETS & Recalls										
shown on diagram	All Officers										
constraints	Constraint1: Only NAVET										

A.5 Use Case - Anthropometric Measurements

diagram											
owner	Root										
properties	<table> <tr> <td>qualified name</td> <td>Anthropometric Measurements</td> </tr> <tr> <td>visibility</td> <td>public</td> </tr> <tr> <td>leaf</td> <td>false</td> </tr> <tr> <td>abstract</td> <td>false</td> </tr> <tr> <td>isFinalSpecialization</td> <td>false</td> </tr> </table>	qualified name	Anthropometric Measurements	visibility	public	leaf	false	abstract	false	isFinalSpecialization	false
qualified name	Anthropometric Measurements										
visibility	public										
leaf	false										
abstract	false										
isFinalSpecialization	false										
ownedMember	Constraint1										
target of relation	Include Miscellaneous Documents										
shown on diagram	All Officers										
hyperlinks	..\Forms\1131_12 (Anthros).doc										
constraints	Constraint1: Only OCS										

ANTHROPOMETRIC MEASUREMENTS

SITTING HEIGHT

Subject sits erect, ensuring that the lumbar-sacral area and back of head are touching the chair-back surface. Knees are bent at right angles with the feet resting on the floor. Measure the vertical distance from the seat surface to the top of the head.

BUTTOCK-LEG LENGTH

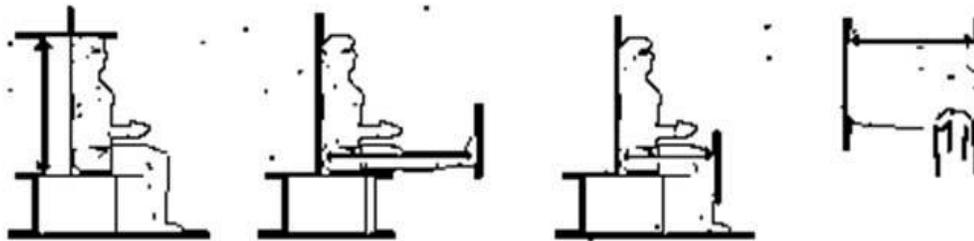
Subject sits erect, ensuring that the buttocks are touching the wall. With the right leg extended as far as possible, measure the distance from the end of the horizontally extended leg (heel surface) to the seat-back vertical surface.

BUTTOCK-KNEE LENGTH

Subject sits erect, ensuring that the lumbar-sacral area is touching the vertical seat-back surface. With the knee bent at a right angle and the feet resting on the floor, measure the horizontal distance from the seat-back vertical surface to the forward edge of the knee.

FUNCTIONAL REACH

Subject sits erect with right arm extended forward, ensuring that both shoulder blades are touching the vertical surface, measure the horizontal distance from the vertical back surface to the tips of the thumb and fore finger pressed together. (RIGHT ARM)



NAME:		DATE:	
APPLYING FOR:	NAVCRUITDIST	HT:	WT:
SH:	BLL:	BKL:	FR:
		RECRUITER'S SIGNATURE:	

A.6 Use Case - Application for HPLRP

diagram	<p>The diagram shows a use case represented by an oval. The top half of the oval contains the text "Application for HPLRP" in bold, followed by "{For MC, MSC, NC}" in a smaller font. A horizontal line separates this from the bottom half, which contains the text "extension points" and "If needed" below it.</p>										
owner	Root										
properties	<table> <tr> <td>qualified name</td> <td>Application for HPLRP</td> </tr> <tr> <td>visibility</td> <td>public</td> </tr> <tr> <td>leaf</td> <td>false</td> </tr> <tr> <td>abstract</td> <td>false</td> </tr> <tr> <td>isFinalSpecialization</td> <td>false</td> </tr> </table>	qualified name	Application for HPLRP	visibility	public	leaf	false	abstract	false	isFinalSpecialization	false
qualified name	Application for HPLRP										
visibility	public										
leaf	false										
abstract	false										
isFinalSpecialization	false										
ownedMember	Constraint1 Constraint2 Constraint3 If needed										
target of relation	Include Submit Personal Information										
shown on diagram	All Officers										
constraints	<table> <tr> <td>Constraint1:</td> <td>For MC</td> </tr> <tr> <td>Constraint2:</td> <td>MSC</td> </tr> <tr> <td>Constraint3:</td> <td>NC</td> </tr> </table>	Constraint1:	For MC	Constraint2:	MSC	Constraint3:	NC				
Constraint1:	For MC										
Constraint2:	MSC										
Constraint3:	NC										

A.7 Use Case - Application for Recall to Ext Active Duty Prior Commission Any Service

diagram											
owner	Root										
properties	<table> <tr> <td>qualified name</td> <td>Application for Recall to Ext Active Duty prior commission any service</td> </tr> <tr> <td>visibility</td> <td>public</td> </tr> <tr> <td>leaf</td> <td>false</td> </tr> <tr> <td>abstract</td> <td>false</td> </tr> <tr> <td>isFinalSpecialization</td> <td>false</td> </tr> </table>	qualified name	Application for Recall to Ext Active Duty prior commission any service	visibility	public	leaf	false	abstract	false	isFinalSpecialization	false
qualified name	Application for Recall to Ext Active Duty prior commission any service										
visibility	public										
leaf	false										
abstract	false										
isFinalSpecialization	false										
ownedMember	Constraint1 Constraint2 Constraint3 Constraint4 Constraint5										
target of relation	Include NAVETS & Recalls										
shown on diagram	All Officers										
hyperlinks	../Forms/1131_5_1.pdf										
constraints	Constraint1: only CHC Constraint2: MC Constraint3: DC Constraint4: MSC Constraint5: NC										

INTERVIEWER'S APPRAISAL SHEET					
(See information on reverse before completing)			TYPE OR PRINT LEGIBLY		
NAME:		PROGRAM FOR WHICH APPLYING:		DATE:	
PERSONAL QUALITIES					
DESCRIPTIVE: Observe the applicant and write 6 adjectives or phrases that you believe to be most descriptive of the applicant.					
1.		2.		3.	
4.		5.		6.	
EVALUATIVE: Consider the applicant as a potential Naval Officer and evaluate him/her on the following:					
APPEARANCE AND POISE	*OUTSTANDING	EXCELLENT	GOOD	ADEQUATE	*UNSATISFACTORY
ORAL COMMUNICATION AND EXPRESSION OF IDEAS	*OUTSTANDING	EXCELLENT	GOOD	ADEQUATE	*UNSATISFACTORY
LEADERSHIP POTENTIAL	*OUTSTANDING	EXCELLENT	GOOD	ADEQUATE	*UNSATISFACTORY
YOUR WILLINGNESS TO HAVE INDIVIDUAL SERVE UNDER YOUR COMMAND WHEN COMMISSIONED	PARTICULARLY LIKE TO HAVE	PREFER TO MOST	BE PLEASED TO HAVE	BE SATISFIED WITH	PREFER NOT TO HAVE
	10 9	8 7 6	5 4 3	2 1	0
COMMENTS: A summary statement evaluating the applicant is required. All extreme ratings marked by an asterisk (*) should be further commented upon.					
MOTIVATION					
PROGRAM MOTIVATION <small>(Indicate the applicant's motivation for the program for which applying)</small>	VERY HIGHLY MOTIVATED FOR PROGRAM	DEFINITELY MOTIVATED FOR PROGRAM	MOTIVATED FOR NAVY - PROGRAM NOT IMPORTANT	MOTIVATED FOR COMMISSION - PROGRAM AND SERVICE NOT IMPORTANT	UNABLE TO DETERMINE
POTENTIAL					
POTENTIAL AS A CAREER NAVAL OFFICER <small>(Complete for Naval Academy, NROTC, and ECP applicants only.)</small>	OUTSTANDING (1)	EXCELLENT (2)	GOOD (3)	AVERAGE (4)	LESS THAN AVERAGE (5)
COMMENTS: Supplement or qualify the motivation rating and potential as a career Naval Officer, as appropriate.					
SIGNATURE OF INTERVIEWER:		TYPE OR PRINT NAME OF INTERVIEWER:		GRADE, DESIGNATOR,(IF ANY),BRANCH OF SERVICE	

A.8 Use Case - Application LTR for Accession Bonus Program

diagram	<p>The diagram shows a use case represented by an oval. The text inside the oval is: Application LTR for Accession Bonus Program, followed by a horizontal line, then <i>{For MC, MSC, NC}</i>, and another horizontal line, then extension points.</p>
owner	Root
properties	qualified name Application LTR for Accession Bonus Program visibility public leaf false abstract false isFinalSpecialization false
ownedMember	Constraint1 Constraint2 Constraint3
target of relation	Include Submit Personal Information
shown on diagram	All Officers
constraints	Constraint1: For MC Constraint2: MSC Constraint3: NC

Package - BusinessProcess

owner	Root
properties	qualified name BusinessProcess visibility public
ownedMember	Activity1
source of relation	ProfileApplication BPMN Profile

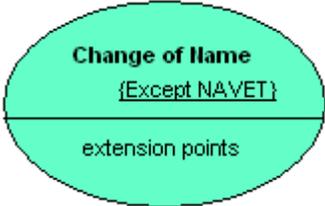
Activity - Activity1

owner	BusinessProcess
properties	qualified name BusinessProcess::Activity1 visibility public leaf false abstract false isFinalSpecialization false reentrant true isReadOnly false isSingleExecution false
ownedDiagrams	GeneralOfficerBusinessProcsss

A.9 Use Case - Certified as a True Copy

diagram	<p>The diagram shows a use case represented by a light blue oval. The text inside the oval is: Certified as a True Copy, followed by <u>{except NAVETs & JAG}</u> in a smaller font, and a horizontal line at the bottom with the text "extension points" below it.</p>										
owner	Root										
properties	<table> <tr> <td>qualified name</td> <td>Certified as a True Copy</td> </tr> <tr> <td>visibility</td> <td>public</td> </tr> <tr> <td>leaf</td> <td>false</td> </tr> <tr> <td>abstract</td> <td>false</td> </tr> <tr> <td>isFinalSpecialization</td> <td>false</td> </tr> </table>	qualified name	Certified as a True Copy	visibility	public	leaf	false	abstract	false	isFinalSpecialization	false
qualified name	Certified as a True Copy										
visibility	public										
leaf	false										
abstract	false										
isFinalSpecialization	false										
ownedMember	Constraint1										
target of relation	Include Notes										
shown on diagram	All Officers										
constraints	Constraint1: except NAVETs & JAG										

A.10 Use Case - Change of Name

diagram	 <p>The diagram shows a light blue oval use case. The top half contains the text "Change of Name" in bold, with "{Except NAVET}" below it. A horizontal line separates this from the bottom half, which contains the text "extension points".</p>										
owner	Root										
properties	<table> <tr> <td>qualified name</td> <td>Change of Name</td> </tr> <tr> <td>visibility</td> <td>public</td> </tr> <tr> <td>leaf</td> <td>false</td> </tr> <tr> <td>abstract</td> <td>false</td> </tr> <tr> <td>isFinalSpecialization</td> <td>false</td> </tr> </table>	qualified name	Change of Name	visibility	public	leaf	false	abstract	false	isFinalSpecialization	false
qualified name	Change of Name										
visibility	public										
leaf	false										
abstract	false										
isFinalSpecialization	false										
ownedMember	Constraint1										
target of relation	Include Miscellaneous Documents										
shown on diagram	All Officers										
hyperlinks	..\Forms\1131_14.doc										
constraints	Constraint1: Except NAVET										

PRIVACY ACT STATEMENT

AUTHORITY AND PURPOSE: 5 U.S.C. 301, Departmental Regulations; and E.O. 9397 (SSN). Provided information is used to assist officials and employees of the Navy in the management, supervision and administration of Navy personnel (officer and enlisted) and the operations of related personnel affairs and functions.

ROUTINE USES: Information will be utilized by Department of the Navy officials in verifying qualifications and suitability for enlistment.

DISCLOSURE: Disclosure is voluntary; however, failure to provide the requested information as well as the social security number may result in denial of enlistment into the United States Navy.

CHANGE OF NAME STATEMENT

Name as Recorded on Birth Certificate	File Number of Birth Certificate
City/State Birth Certificate was Obtained	Address Where You Now Reside
Name You Prefer to Go By	# of Years You Have Used This Name

I hereby state that I prefer to use the above name as a matter of convenience and with no intent to defraud, and that I have not changed my name through any court procedures. I further state that I am one and the same person whose name appears on the above mentioned birth certificate.

I certify that the above is correct to the best of my knowledge and belief.

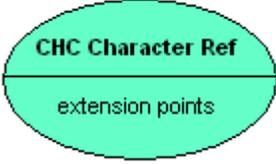
Recruiter's Typed/Printed Name	Recruiter's Signature	Date Signed
Applicant's Typed/Printed Name	Applicant's Signature	Date Signed
Witness Typed/Printed Name	Witness Signature	Date Signed

For Official Use Only When Filled In

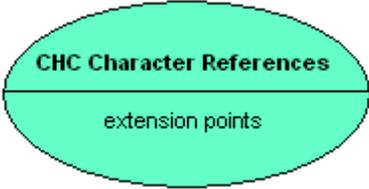
A.11 Use Case - Character References

diagram											
owner	Root										
properties	<table> <tr><td>qualified name</td><td>Character References</td></tr> <tr><td>visibility</td><td>public</td></tr> <tr><td>leaf</td><td>false</td></tr> <tr><td>abstract</td><td>false</td></tr> <tr><td>isFinalSpecialization</td><td>false</td></tr> </table>	qualified name	Character References	visibility	public	leaf	false	abstract	false	isFinalSpecialization	false
qualified name	Character References										
visibility	public										
leaf	false										
abstract	false										
isFinalSpecialization	false										
ownedMember	Constraint1										
source of relation	Extend MC/DC/NC Character Ref MSC Character Ref CHC Character Ref										
target of relation	Include Submit Personal Information										
shown on diagram	All Officers										
constraints	Constraint1: Necessary if Employment Ref are not available										

A.12 Use Case - CHC Character Ref

diagram	
owner	Root
properties	qualified name CHC Character Ref visibility public leaf false abstract false isFinalSpecialization false
target of relation	Extend Character References
shown on diagram	All Officers

A.13 Use Case - CHC Character References

diagram	
owner	Root
properties	qualified name CHC Character References visibility public leaf false abstract false isFinalSpecialization false

A.14 Use Case - CO Recommendation's for SELRES

diagram											
owner	Root										
properties	<table> <tr><td>qualified name</td><td>CO Recommendation's for SELRES</td></tr> <tr><td>visibility</td><td>public</td></tr> <tr><td>leaf</td><td>false</td></tr> <tr><td>abstract</td><td>false</td></tr> <tr><td>isFinalSpecialization</td><td>false</td></tr> </table>	qualified name	CO Recommendation's for SELRES	visibility	public	leaf	false	abstract	false	isFinalSpecialization	false
qualified name	CO Recommendation's for SELRES										
visibility	public										
leaf	false										
abstract	false										
isFinalSpecialization	false										
ownedMember	Constraint1 Constraint2										
target of relation	Include Submit Prior Service Information										
shown on diagram	All Officers										
constraints	<table> <tr><td>Constraint1:</td><td>Applies to all except NAVET</td></tr> <tr><td>Constraint2:</td><td><required for SELREand ACS></td></tr> </table>	Constraint1:	Applies to all except NAVET	Constraint2:	<required for SELREand ACS>						
Constraint1:	Applies to all except NAVET										
Constraint2:	<required for SELREand ACS>										

A.15 Use Case Complete SF86 as Required

diagram	<p>The diagram shows a use case represented by an oval. The text inside the oval is: Complete SF86 as reqd, followed by a constraint in curly braces: {< ten years hold until needed}. Below a horizontal line, the text extension points is written.</p>										
owner	Root										
properties	<table> <tr> <td>qualified name</td> <td>Complete SF86 as reqd</td> </tr> <tr> <td>visibility</td> <td>public</td> </tr> <tr> <td>leaf</td> <td>false</td> </tr> <tr> <td>abstract</td> <td>false</td> </tr> <tr> <td>isFinalSpecialization</td> <td>false</td> </tr> </table>	qualified name	Complete SF86 as reqd	visibility	public	leaf	false	abstract	false	isFinalSpecialization	false
qualified name	Complete SF86 as reqd										
visibility	public										
leaf	false										
abstract	false										
isFinalSpecialization	false										
ownedMember	Constraint1										
target of relation	Include Notes										
shown on diagram	All Officers										
constraints	Constraint1: < ten years hold until needed										

Questionnaire for National Security Positions

Follow instructions fully or we cannot process your form. If you have any questions, contact the office that gave you the form.

Purpose of this Form

The United States (U.S.) Government conducts background investigations and reinvestigations of persons under consideration for or retention in national security positions as defined in 5 CFR 732 and for positions requiring access to classified information under Executive Order 12958.

Giving us this information is voluntary. If you do not provide each item of requested information, however, we will not be able to complete your investigation, which will adversely affect your eligibility for a national security position. Any information that you provide is evaluated on the basis of its recency, seriousness, relevance to the position and duties, and consistency with all other information about you.

Withholding, misrepresenting, or falsifying information will have an impact on a security clearance, employment prospects, or job status, up to and including denial or revocation of your security clearance, or your removal and debarment from Federal Service.

This form is a permanent document that may be used as the basis for future investigations, security clearance determinations, and determinations of your suitability for employment. Your responses to this form may be compared with previous security questionnaires. It is imperative that the information provided be true and accurate to the best of your knowledge.

Authority to Request this Information

Depending upon the purpose of your investigation, the U.S. Government is authorized to ask for this information under Executive Orders 10450, 10865, 12333, and 12968; sections 3301, 3302, and 9101 of title 5, U.S. Code (U.S.C.); sections 2165 and 2201 of title 42, U.S.C.; chapter 23 of title 50, U.S.C.; and parts 2, 5, 731, 732, and 736 of title 5, Code of Federal Regulations.

Your Social Security Number (SSN) is needed to identify your unique records. Although disclosure of your SSN is not mandatory, failure to disclose your SSN may prevent or delay the processing of your background investigation. The authority for soliciting and verifying your SSN is Executive Order 9397.

The Investigative Process

Background investigations for national security positions are conducted to gather information to show whether you are reliable, trustworthy, of good conduct and character, and loyal to the U.S. The information that you provide on this form may be confirmed during the investigation. The investigation may extend beyond the time covered by this form when necessary to resolve issues. Your current employer may be contacted as part of the investigation, even if you have previously indicated on applications or other forms that you do not want your current employer to be contacted.

In addition to the questions on this form, inquiry also is made about your adherence to security requirements, honesty and integrity, vulnerability to exploitation or coercion, falsification, misrepresentation, and any other behavior, activities, or associations that tend to show the person is not reliable, trustworthy, or loyal. Checks of Federal agency records may be made about your spouse or other cohabitant.

Your Personal Interview

Some investigations will include an interview with you as a routine part of the investigative process. The investigator may ask you to explain your answers to any question on this form. This provides you the opportunity to update, clarify, and explain information on your form more completely, which often helps to complete your investigation faster. It is important that the interview be conducted as soon as possible after you are contacted. Postponements will delay the processing of your investigation, and declining to be interviewed may result in your investigation being delayed or canceled.

For the interview, you will be asked to bring identification with your picture on it, such as a valid state driver's license. There are other documents you may be asked to bring to verify your identity as well. These may include documentation of any legal name change, Social Security card, passport, and/or your birth certificate.

You may also be asked to bring documents about information you provided on the form or about other matters requiring specific attention. These matters include (a) alien registration or naturalization documentation; (b) delinquent loans or taxes, bankruptcies, judgments, liens, or other financial obligations; (c) agreements involving child custody or support, alimony, or property settlements; (d) arrests, convictions, probation, and/or parole; or (e) other matters described in court records.

Special Instructions for Completing this Form

Questions on this form related to residence, employment, and education will require 7 years of information except that Single-Scope Background Investigations (SSBI) will require 10 years of information.

Provide 7 years of information unless you have been instructed to provide 10 years to satisfy SSBI requirements. If you are unsure as to the amount of information to provide, contact the office that gave you this form.

The instructions for these questions specify a 10-year time frame when an SSBI is required. If you have any questions about this investigative request or whether the 7-year time frame or the 10-year time frame applies to your responses to these questions, contact the office that gave you this form.

Instructions for Completing this Form

1. Follow the instructions given to you by the office that gave you this form and any other clarifying instructions furnished by that office to assist you in completion of this form. You must sign and date, in ink, the original and each copy you submit. You should retain a copy of the completed form for your records.

2. Type or legibly print your answers in ink (if the form is not legible, it will not be accepted). You may also be asked to submit your form using the approved electronic format.

3. All questions on this form must be answered. If no response is necessary or applicable, indicate this on the form with "N/A" unless otherwise noted.

4. Any changes that you make to this form after you sign it must be initialed and dated by you. Under certain limited circumstances, agencies may modify your response(s) with your consent.

5. You must use the location codes (abbreviations) listed on the back of this page when you fill out this form. Do not abbreviate the names of cities or foreign countries.

6. Whenever "City (Country)" is shown in an address block, also provide in that block the name of the country when the address is outside the U.S.

7. The 5-digit postal Zip Codes are needed to speed the processing of your investigation. Refer to an automated system approved by the U.S. Postal Service to assist you with Zip Codes.

8. For telephone numbers in the U.S., be sure to include the area code.

9. All dates provided in this form must be in Month/Day/Year or Month/Year format. Use numbers (01-12) to indicate months. For example, July 29, 1968, should be written as 07/29/1968. If you find that you cannot report an exact date, approximate or estimate the date to the best of your ability and indicate this by writing "APPROX." or "EST."

10. If you need additional space for explanation or to list your residences, employment/self-employment/unemployment, or education, you should use a continuation sheet, SF 86A. If additional space is needed to answer other items, use the Continuation Space on page 17 or a blank sheet(s) of paper. Each blank sheet of paper you use must contain your name and SSN at the top of the page.

Final Determination on Your Eligibility

Final determination on your eligibility for a national security position is the responsibility of the Federal agency that requested your investigation. You will be provided the opportunity personally to explain, refute, or clarify any information before a final decision is made.

A.16 Use Case - Complex Comp Osteopathic Med Licensing Exam

diagram	<p>The diagram shows a light blue oval representing a package. Inside the oval, the text reads: Complex Comp Osteopathic Med Licensing Exam, followed by <u>{Only Med 2100 only}</u> in a smaller font. Below this, a horizontal line separates the package name from the text extension points.</p>										
owner	Root										
properties	<table> <tr> <td>qualified name</td> <td>Complex Comp Osteopathic Med Licensing Exam</td> </tr> <tr> <td>visibility</td> <td>public</td> </tr> <tr> <td>leaf</td> <td>false</td> </tr> <tr> <td>abstract</td> <td>false</td> </tr> <tr> <td>isFinalSpecialization</td> <td>false</td> </tr> </table>	qualified name	Complex Comp Osteopathic Med Licensing Exam	visibility	public	leaf	false	abstract	false	isFinalSpecialization	false
qualified name	Complex Comp Osteopathic Med Licensing Exam										
visibility	public										
leaf	false										
abstract	false										
isFinalSpecialization	false										
ownedMember	Constraint1										
target of relation	Include Professional Information										
shown on diagram	All Officers										
constraints	Constraint1: Only Med 2100 only										

Package - Component View

owner	Root				
properties	<table> <tr> <td>qualified name</td> <td>Component View</td> </tr> <tr> <td>visibility</td> <td>public</td> </tr> </table>	qualified name	Component View	visibility	public
qualified name	Component View				
visibility	public				

A.17 Use Case - Conditional Release

diagram	<p>The diagram shows a light blue oval representing a use case. Inside the oval, the text 'Conditional Release' is centered at the top. Below it, the text '{Except for NAVET}' is enclosed in a rectangular box. At the bottom of the oval, the text 'extension points' is centered.</p>	
owner	Root	
properties	qualified name	Conditional Release
	visibility	public
	leaf	false
	abstract	false
	isFinalSpecialization	false
ownedMember	Constraint1	
target of relation	Include	Submit Prior Service Information
shown on diagram	All Officers	
hyperlinks	../Forms/DD368.pdf	
constraints	Constraint1: Except for NAVET	

REQUEST FOR CONDITIONAL RELEASE <i>(Read Privacy Act Statement and Instructions on back before completing this form.)</i>				
SECTION I - REQUEST FOR RELEASE				
1. SERVICE MEMBER DATA				
a. NAME <i>(Last, First, Middle Initial)</i>		b. PAY GRADE	c. SSN	d. SERVICE COMPONENT
e. CURRENT UNIT/ COMMAND	f. ADDRESS			
	(1) STREET	(2) CITY	(3) STATE	(4) ZIP CODE
2. RECRUITING OFFICE ADDRESS				
a. STREET		b. CITY	c. STATE	d. ZIP CODE
3. ACKNOWLEDGEMENT OF SERVICE MEMBER				
a. I request a conditional release to process for entrance into another component of the Military Service. If I am a member of the National Guard or Reserve, I understand that I must attend all scheduled training until such time as I am enlisted or appointed into another Service. I also understand that I am to keep my current commander informed of any change in my status.				
b. OFFICER MEMBER ONLY. I hereby tender my resignation from the _____ <i>(losing component)</i> ; request that it be accepted contingent upon actual appointment or enlistment in the _____ <i>(gaining component)</i> , and be effective the day preceding the date of my acceptance of appointment or enlistment.				
c. ENLISTED MEMBER ONLY. I understand I will be discharged from my current status effective the day preceding the date of my enlistment or appointment.				
d. MEMBER SIGNATURE				e. DATE SIGNED
4. RECRUITER REQUEST FOR CONDITIONAL RELEASE				
a. Request conditional release to enlist/appoint member into the _____ <i>(Service/Component)</i> .				
b. NAME OF RECRUITER <i>(Last, First, Middle Initial)</i>		c. SIGNATURE		d. DATE SIGNED
e. TITLE				
SECTION II - APPROVAL/DISAPPROVAL				
5. <i>(X as applicable)</i>				
a. APPROVED. Individual is recommended and conditional release is granted. The release is valid until _____.				
b. DISAPPROVED. Release is not granted. <i>(Explain in "Remarks.")</i>				
6. AUTHORIZING OFFICIAL				
a. NAME <i>(Last, First, Middle Initial)</i>			b. TITLE	
c. TELEPHONE NUMBER <i>(Include area code)</i>	d. ADDRESS			
	(1) STREET	(2) CITY	(3) STATE	(4) ZIP CODE
e. SIGNATURE				f. DATE SIGNED
SECTION III - NOTIFICATION OF ENLISTMENT/APPOINTMENT ACTION				
7. The member was administered the oath of enlistment or appointment into _____.				
THIS FORM AND A COPY OF THE OATH MUST BE RETURNED TO THE ADDRESS IN ITEM 6.d. TO EFFECT THE MEMBER'S DISCHARGE OR WITHDRAWAL OF FEDERAL RECOGNITION.				
8. CERTIFYING OFFICIAL				
a. NAME <i>(Last, First, Middle Initial)</i>		b. TITLE	c. UNIT/COMMAND	
d. TELEPHONE NUMBER <i>(Include area code)</i>	e. ADDRESS			
	(1) STREET	(2) CITY	(3) STATE	(4) ZIP CODE
f. SIGNATURE				g. DATE SIGNED

DD FORM 368, NOV 94

PREVIOUS EDITION IS OBSOLETE.

A.18 Use Case - Contingent Resignation Letter

diagram	 <p>The diagram shows a light blue oval with a horizontal line through its center. The top half of the oval contains the text "Contingent Resignation Ltr" and the bottom half contains the text "extension points".</p>	
owner	Root	
properties	qualified name	Contingent Resignation Ltr
	visibility	public
	leaf	false
	abstract	false
	isFinalSpecialization	false
associations to	from	to Submit Prior Service Information Association name
associations from	from Submit Prior Service Information	Association name
shown on diagram	All Officers	

A.19 Use Case - Copy of Official Transcripts

diagram	<p>The diagram shows a use case represented by an oval. Inside the oval, the text reads: Copy of Official Transcripts, followed by a note in curly braces: {Except JAG and NAVET}. Below the note, the text extension points is written.</p>										
owner	Root										
properties	<table> <tr> <td>qualified name</td> <td>Copy of Official Transcripts</td> </tr> <tr> <td>visibility</td> <td>public</td> </tr> <tr> <td>leaf</td> <td>false</td> </tr> <tr> <td>abstract</td> <td>false</td> </tr> <tr> <td>isFinalSpecialization</td> <td>false</td> </tr> </table>	qualified name	Copy of Official Transcripts	visibility	public	leaf	false	abstract	false	isFinalSpecialization	false
qualified name	Copy of Official Transcripts										
visibility	public										
leaf	false										
abstract	false										
isFinalSpecialization	false										
ownedMember	Constraint1										
target of relation	Include Academic Information										
shown on diagram	All Officers										
constraints	Constraint1: Except JAG and NAVET										

A.20 Use Case - Copy of all licenses for 16XX Merchant Marine Applicants

diagram											
owner	Root										
properties	<table> <tr> <td>qualified name</td> <td>Copy of all licenses for 16XX Merchant Marine applicants</td> </tr> <tr> <td>visibility</td> <td>public</td> </tr> <tr> <td>leaf</td> <td>false</td> </tr> <tr> <td>abstract</td> <td>false</td> </tr> <tr> <td>isFinalSpecialization</td> <td>false</td> </tr> </table>	qualified name	Copy of all licenses for 16XX Merchant Marine applicants	visibility	public	leaf	false	abstract	false	isFinalSpecialization	false
qualified name	Copy of all licenses for 16XX Merchant Marine applicants										
visibility	public										
leaf	false										
abstract	false										
isFinalSpecialization	false										
ownedMember	Constraint1										
target of relation	Include Miscellaneous Documents										
shown on diagram	All Officers										
constraints	Constraint1: Only DCO										

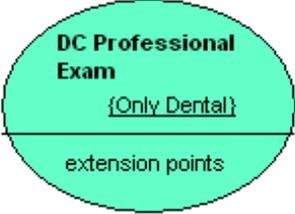
A.21 Use Case - Copy of all licensinees for 16xx Merchant Mar

diagram											
owner	Root										
properties	<table> <tr> <td>qualified name</td> <td>Copy of all licensinees for 16xx Merchant Mar</td> </tr> <tr> <td>visibility</td> <td>public</td> </tr> <tr> <td>leaf</td> <td>false</td> </tr> <tr> <td>abstract</td> <td>false</td> </tr> <tr> <td>isFinalSpecialization</td> <td>false</td> </tr> </table>	qualified name	Copy of all licensinees for 16xx Merchant Mar	visibility	public	leaf	false	abstract	false	isFinalSpecialization	false
qualified name	Copy of all licensinees for 16xx Merchant Mar										
visibility	public										
leaf	false										
abstract	false										
isFinalSpecialization	false										
ownedMember	Constraint1										
target of relation	Include NAVETS & Recalls										
shown on diagram	All Officers										
constraints	Constraint1: Only NAVET										

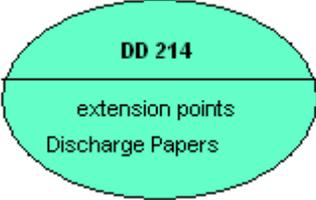
A.22 Use Case - Critical Skills Accession Bonus

diagram											
owner	Root										
properties	<table> <tr> <td>qualified name</td> <td>Critical Skills Accession Bonus</td> </tr> <tr> <td>visibility</td> <td>public</td> </tr> <tr> <td>leaf</td> <td>false</td> </tr> <tr> <td>abstract</td> <td>false</td> </tr> <tr> <td>isFinalSpecialization</td> <td>false</td> </tr> </table>	qualified name	Critical Skills Accession Bonus	visibility	public	leaf	false	abstract	false	isFinalSpecialization	false
qualified name	Critical Skills Accession Bonus										
visibility	public										
leaf	false										
abstract	false										
isFinalSpecialization	false										
ownedMember	Accept/Decline LTR Constraint1										
target of relation	Include Submit Personal Information										
shown on diagram	All Officers										
constraints	Constraint1: MC Only										

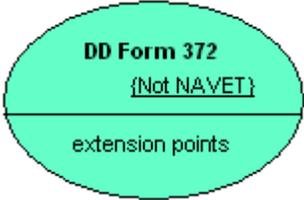
A.23 Use Case - DC Professional Exam

diagram											
owner	Root										
properties	<table> <tr> <td>qualified name</td> <td>DC Professional Exam</td> </tr> <tr> <td>visibility</td> <td>public</td> </tr> <tr> <td>leaf</td> <td>false</td> </tr> <tr> <td>abstract</td> <td>false</td> </tr> <tr> <td>isFinalSpecialization</td> <td>false</td> </tr> </table>	qualified name	DC Professional Exam	visibility	public	leaf	false	abstract	false	isFinalSpecialization	false
qualified name	DC Professional Exam										
visibility	public										
leaf	false										
abstract	false										
isFinalSpecialization	false										
ownedMember	Constraint1										
target of relation	Extend Prof School Exam										
shown on diagram	All Officers										
constraints	Constraint1: Only Dental										

A.24 Use Case - DD 214

diagram											
owner	Root										
properties	<table> <tr> <td>qualified name</td> <td>DD 214</td> </tr> <tr> <td>visibility</td> <td>public</td> </tr> <tr> <td>leaf</td> <td>false</td> </tr> <tr> <td>abstract</td> <td>false</td> </tr> <tr> <td>isFinalSpecialization</td> <td>false</td> </tr> </table>	qualified name	DD 214	visibility	public	leaf	false	abstract	false	isFinalSpecialization	false
qualified name	DD 214										
visibility	public										
leaf	false										
abstract	false										
isFinalSpecialization	false										
ownedMember	Discharge Papers										
target of relation	Include Idenification of Citizenship Submit Prior Service Information										
shown on diagram	All Officers										
hyperlinks	http://www.dd214.us/index.html ..\Forms/133601p.pdf										

A.25 Use Case - DD Form 372

diagram											
owner	Root										
properties	<table> <tr> <td>qualified name</td> <td>DD Form 372</td> </tr> <tr> <td>visibility</td> <td>public</td> </tr> <tr> <td>leaf</td> <td>false</td> </tr> <tr> <td>abstract</td> <td>false</td> </tr> <tr> <td>isFinalSpecialization</td> <td>false</td> </tr> </table>	qualified name	DD Form 372	visibility	public	leaf	false	abstract	false	isFinalSpecialization	false
qualified name	DD Form 372										
visibility	public										
leaf	false										
abstract	false										
isFinalSpecialization	false										
ownedMember	Constraint1										
target of relation	Include Submits Basic Application										
shown on diagram	All Officers										
hyperlinks	../Forms/dd0372.pdf										
constraints	Constraint1: Not NAVET										

REQUEST FOR VERIFICATION OF BIRTH		1. DATE OF REQUEST (YYYYMMDD)	OMB No. 0704-0006 OMB approval expires Feb 28, 2011	
<small>The public reporting burden for this collection of information is estimated to average 5 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Washington Headquarters Services, Executive Services Directorate, Information Management Division, 1155 Defense Pentagon, Washington, DC 20301-1155 (0704-0006). Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.</small>				
PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE ABOVE ORGANIZATION. RETURN COMPLETED FORM TO THE ADDRESS LISTED IN SECTION III, ITEM 14.b.				
SECTION I (Fill in every item in this section)				
2. FULL NAME OF CHILD AT TIME OF BIRTH (Last, First, Middle Names)		3. SEX (X)	4. DATE OF BIRTH (YYYYMMDD)	
		<input type="checkbox"/> MALE		
		<input type="checkbox"/> FEMALE		
5. PLACE OF BIRTH				
a. CITY	b. COUNTY	c. STATE		
6. FULL NAME OF FATHER AT TIME OF BIRTH OF CHILD LISTED IN BLOCK 2 (Last, First, Middle Names)				
7. FULL NAME OF MOTHER AT TIME OF BIRTH OF CHILD LISTED IN BLOCK 2 (Last, First, Middle and Maiden Names)				
8. RECRUITING OFFICER/REPRESENTATIVE MAKING REQUEST				
a. NAME (Last, First, Middle Initial)	b. RANK/GRADE	c. TITLE		
d. SIGNATURE				
SECTION II (For use by Vital Statistics Department only)				
9. CORRECTIONS OF ABOVE STATEMENT MADE ACCORDING TO FACTS ON FILE BY:				
a. NAME (Last, First, Middle Initial)		b. ORGANIZATION		
ORGANIZATION ADDRESS:				
c. STREET		d. CITY	e. STATE	f. ZIP CODE
This is to verify that the above data as corrected are true and correct according to the record on file in this office. These data are confidential and cannot be used in any manner except for official purposes.		10. CERTIFICATE NUMBER	11. FILE DATE (YYYYMMDD)	
12. VERIFIED BY (Signature)			13. DATE SIGNED (YYYYMMDD)	
SECTION III (For completion by recruiting office)				
14. RECRUITING OFFICE IDENTIFICATION DATA				
a. RECRUITING OFFICER/REPRESENTATIVE NAME (Last, First, Middle Initial)				
b. UNIT/COMMAND NAME AND MAILING ADDRESS (Street, City, State and ZIP Code)				
c. RECRUITER SIGNATURE			d. DATE SIGNED (YYYYMMDD)	

DD FORM 372, MAR 2008

PREVIOUS EDITION IS OBSOLETE.

Adobe Professional 7.0

A.26 Use Case - DEA Certifications

diagram											
owner	Root										
properties	<table> <tr><td>qualified name</td><td>DEA Certifications</td></tr> <tr><td>visibility</td><td>public</td></tr> <tr><td>leaf</td><td>false</td></tr> <tr><td>abstract</td><td>false</td></tr> <tr><td>isFinalSpecialization</td><td>false</td></tr> </table>	qualified name	DEA Certifications	visibility	public	leaf	false	abstract	false	isFinalSpecialization	false
qualified name	DEA Certifications										
visibility	public										
leaf	false										
abstract	false										
isFinalSpecialization	false										
ownedMember	Constraint1 Desig 2100, 21001, 2105, 2200, 2205, 22001										
target of relation	Include Submit Personal Information										
shown on diagram	All Officers										
constraints	Constraint1: For MC & DC										

A.27 Use Case - Dental P&P

diagram	 <p>The diagram shows a light blue oval representing a use case. Inside the oval, the text 'Dental P&P' is written in bold black font. Below this text, a horizontal line separates it from the text 'extension points'.</p>										
owner	Root										
properties	<table> <tr> <td>qualified name</td> <td>Dental P&P</td> </tr> <tr> <td>visibility</td> <td>public</td> </tr> <tr> <td>leaf</td> <td>false</td> </tr> <tr> <td>abstract</td> <td>false</td> </tr> <tr> <td>isFinalSpecialization</td> <td>false</td> </tr> </table>	qualified name	Dental P&P	visibility	public	leaf	false	abstract	false	isFinalSpecialization	false
qualified name	Dental P&P										
visibility	public										
leaf	false										
abstract	false										
isFinalSpecialization	false										
target of relation	Extend Personal and Professional Info Sheet										
shown on diagram	All Officers										

A.28 Use Case - Dive PRT

diagram	<p>The diagram shows a use case named "Dive PRT" enclosed in an oval. A horizontal line divides the oval into two sections. The top section contains the text "Dive PRT" followed by a constraint "{Only OCS}" in curly braces. The bottom section contains the text "extension points".</p>										
owner	Root										
properties	<table> <tr> <td>qualified name</td> <td>Dive PRT</td> </tr> <tr> <td>visibility</td> <td>public</td> </tr> <tr> <td>leaf</td> <td>false</td> </tr> <tr> <td>abstract</td> <td>false</td> </tr> <tr> <td>isFinalSpecialization</td> <td>false</td> </tr> </table>	qualified name	Dive PRT	visibility	public	leaf	false	abstract	false	isFinalSpecialization	false
qualified name	Dive PRT										
visibility	public										
leaf	false										
abstract	false										
isFinalSpecialization	false										
ownedMember	Constraint1										
target of relation	Include Miscellaneous Documents										
shown on diagram	All Officers										
hyperlinks	../Forms/1131_6_1.pdf										
constraints	Constraint1: Only OCS										

Physical Screening Test Results

Date _____ UIC _____ NRD _____

I understand that I am being interviewed/tested for Special Operations Challenge guarantee. I understand that this involves strenuous conditioning and requires me to successfully pass a Physical Screening prior to being contracted into a NSW/NSO/ AIRR rate, every 45 days while in DEP and within 14 days prior to shipping to recruit training.

DEP Qualifying PST

	<u>Swim 500yd/450m</u>	<u>Rest</u>	<u>Push-Ups</u>	<u>Rest</u>	<u>Sit-Ups</u>	<u>Rest</u>	<u>Pull-Ups</u>	<u>Rest</u>	<u>1.5 Run</u>
<u>SEAL</u>	12:30	10:00	42	2:00	50	2:00	6	10:00	11:00
<u>SWCC</u>	13:00	10:00	42	2:00	50	2:00	6	10:00	12:30
<u>EOD/Diver</u>	14:00	10:00	42	2:00	50	2:00	6	10:00	12:45
<u>AIRR*</u>	12:00	10:00	42	2:00	50	2:00	4	10:00	12:00

*AIRR may use Sidestroke, Breast stroke, American Crawl or combination of the three.
All others must us Sidestroke, Breaststroke or a combination of the two

Date _____

Administered by: Print Sign Applicant: Print Sign

45 Day PST

<u>Swim 500yd/450m</u>	<u>Rest</u>	<u>Push-Ups</u>	<u>Rest</u>	<u>Sit-Ups</u>	<u>Rest</u>	<u>Pull-Ups</u>	<u>Rest</u>	<u>1.5 Run</u>
_____	10:00	_____	2:00	_____	2:00	_____	10:00	_____
_____	10:00	_____	2:00	_____	2:00	_____	10:00	_____
_____	10:00	_____	2:00	_____	2:00	_____	10:00	_____
_____	10:00	_____	2:00	_____	2:00	_____	10:00	_____
_____	10:00	_____	2:00	_____	2:00	_____	10:00	_____

Date _____

Administered by: Print Sign Applicant: Print Sign

14 Day PST

	<u>Swim 500yd/450m</u>	<u>Rest</u>	<u>Push-Ups</u>	<u>Rest</u>	<u>Sit-Ups</u>	<u>Rest</u>	<u>Pull-Ups</u>	<u>Rest</u>	<u>1.5 Run</u>
<u>SEAL</u>	12:30	10:00	42	2:00	50	2:00	6	10:00	11:00
<u>SWCC</u>	13:00	10:00	42	2:00	50	2:00	6	10:00	12:30
<u>EOD/Diver</u>	14:00	10:00	42	2:00	50	2:00	6	10:00	12:45
<u>AIRR*</u>	12:00	10:00	42	2:00	50	2:00	4	10:00	12:00

Date _____

Administered by: Print Sign Applicant: Print Sign

I certify this information is correct: _____ *Face to Face Interview Comments / Date*

Applicant: Print Sign

I certify this information is correct:

Administered by: Print Sign

A.29 Use Case - Duty Preference

diagram	 <p>The diagram shows a light blue oval representing a use case. Inside the oval, the text reads: Duty Preference followed by {For MC, MSC, DC, NC} on the next line, and extension points on the third line. A horizontal line separates the title from the extension points.</p>										
owner	Root										
properties	<table> <tr> <td>qualified name</td> <td>Duty Preference</td> </tr> <tr> <td>visibility</td> <td>public</td> </tr> <tr> <td>leaf</td> <td>false</td> </tr> <tr> <td>abstract</td> <td>false</td> </tr> <tr> <td>isFinalSpecialization</td> <td>false</td> </tr> </table>	qualified name	Duty Preference	visibility	public	leaf	false	abstract	false	isFinalSpecialization	false
qualified name	Duty Preference										
visibility	public										
leaf	false										
abstract	false										
isFinalSpecialization	false										
ownedMember	Constraint1 Constraint2 Constraint3 Constraint4										
target of relation	Include Submit Personal Information										
shown on diagram	All Officers										
hyperlinks	../Forms/1131_16 (Dty Pref 4 Med Prog).doc										
constraints	<table> <tr> <td>Constraint1:</td> <td>For MC</td> </tr> <tr> <td>Constraint2:</td> <td>MSC</td> </tr> <tr> <td>Constraint3:</td> <td>DC</td> </tr> <tr> <td>Constraint4:</td> <td>NC</td> </tr> </table>	Constraint1:	For MC	Constraint2:	MSC	Constraint3:	DC	Constraint4:	NC		
Constraint1:	For MC										
Constraint2:	MSC										
Constraint3:	DC										
Constraint4:	NC										

PRIVACY ACT STATEMENT

AUTHORITY AND PURPOSE: 5 U.S.C. 301, Departmental Regulations; and E.O. 9397 (SSN). Provided information is used to assist officials and employees of the Navy in the management, supervision and administration of Navy personnel (officer and enlisted) and the operations of related personnel affairs and functions.

ROUTINE USES: Information will be utilized by Department of the Navy officials in verifying qualifications and suitability for future assignments.

DISCLOSURE: Voluntary. However, failure to provide the requested information may result in an administrative assignment to future duty without your preferences.

DUTY PREFERENCE FOR MEDICAL PROGRAMS					
To be completed by Applicant					
Name (Last, First, Mi):					
DOB (dd/mm/yyyy):					
Gender: M <input type="checkbox"/>		F <input type="checkbox"/>		Home: () Work: ()	
Email:					
Collocation With A/D Spouse Requested? Y <input type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/>					
Is Buddy System Requested? Y <input type="checkbox"/> N <input type="checkbox"/>					
- If either of above is yes, please provide the following info:					
1. Name (Last, First, Mi):					
2. Rank/Corps:			Duty Station:		
Detailer's Name:				Phone: ()	
Duty Preference:	1.				
	2.				
	3.				
OIS Class (mm/yyyy):					
To be completed by NAVCRUITDIST personnel					
NAVCRUITDIST:			UIC:		
Recruiter:			Phone: ()		
- Please provide the following Applicant information:					
Home of Record:					
					Zip:
Mailing Address:					
					Zip:
Education Level (Yrs):		Graduation Date (mm/dd/yyyy):			
Current License: No <input type="checkbox"/> Yes <input type="checkbox"/> - BD. Cert. Date (mm/dd/yyyy):					
Pending: Yes <input type="checkbox"/> No <input type="checkbox"/>					
Active Service? No <input type="checkbox"/> Yes <input type="checkbox"/> Prior <input type="checkbox"/> Current <input type="checkbox"/>					
If Yes - Specialty:			Yrs:		Rank/Corps:
Brief Summary of Civilian Experience:					
Marital Status: Married <input type="checkbox"/> Single/Divorced/Widowed: <input type="checkbox"/>					
# of Family members (excluding active duty members):					
To be completed by NAVMEDCOM/NAVCRUITCOM personnel					
Grade:		Designator:		OIS Class:	
Subspecialty Code(s): / / /					
Scholarship Student?		Yes <input type="checkbox"/>	No <input type="checkbox"/>		
New Accession Bonus?		Yes <input type="checkbox"/>	No <input type="checkbox"/>	End of Obligated Service Date:	
					(mm/dd/yyyy)

For Official Use Only When Filled In

A.30 Use Case – ECFMG

diagram		
owner	Root	
properties	qualified name	ECFMG
	visibility	public
	leaf	false
	abstract	false
	isFinalSpecialization	false
ownedMember	Constraint1	
associations to	from	to Professional Information Association name
associations from	from Professional Information	Association name
shown on diagram	All Officers	
constraints	Constraint1: Only MC	

A.31 Use Case - Employment References

diagram	<p>The diagram shows a use case named "Employment References" enclosed in an oval. A horizontal line divides the oval into two sections. The top section contains the text "Employment References" followed by an exclusion constraint "{Except JAG and NAVET}" in curly braces. The bottom section contains the text "extension points".</p>										
owner	Root										
properties	<table> <tr> <td>qualified name</td> <td>Employment References</td> </tr> <tr> <td>visibility</td> <td>public</td> </tr> <tr> <td>leaf</td> <td>false</td> </tr> <tr> <td>abstract</td> <td>false</td> </tr> <tr> <td>isFinalSpecialization</td> <td>false</td> </tr> </table>	qualified name	Employment References	visibility	public	leaf	false	abstract	false	isFinalSpecialization	false
qualified name	Employment References										
visibility	public										
leaf	false										
abstract	false										
isFinalSpecialization	false										
ownedMember	Constraint1										
target of relation	Include Submit Personal Information										
shown on diagram	All Officers										
hyperlinks	..\Forms/DD 370 MAR 2009.pdf										
constraints	Constraint1: Except JAG and NAVET										

REQUEST FOR REFERENCE		OMB No. 0704-0167 OMB approval expires Oct 31, 2011
PLEASE RETURN YOUR FORM TO THE ADDRESS SHOWN IN THE "TO" BLOCK BELOW.		
<small>The public reporting burden for this collection of information is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Washington Headquarters Services, Executive Services Directorate, Information Management Division, 1155 Defense Pentagon, Washington, DC 20301-1155 (0704-0167). Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.</small>		
THIS FORM CONTAINS INFORMATION SUBJECT TO THE PRIVACY ACT OF 1974, AS AMENDED.		
TO:		Your timely reply will help the defense effort. Please fill out and return promptly. A return envelope, which requires no postage, is enclosed for your convenience.
APPLICANT IDENTIFICATION DATA		
1. NAME (Last, First, Middle Initial)		2. MAILING ADDRESS (Street, Apartment Number, City, State, and ZIP Code)
3. DATE OF BIRTH (YYYYMMDD)		
4. DATES OF SCHOOL ATTENDANCE OR EMPLOYMENT a. FROM (YYYYMMDD) b. TO (YYYYMMDD)		
<p>The above-named person has made application for enlistment in the Armed Service and has given your name as a reference. The information you provide will be appreciated since it will assist in determining whether or not the applicant meets the eligibility standards to become a member of the Armed Forces of the United States.</p> <p>Service standards require that applicants be mature, intelligent, and possess high moral qualifications. Those applicants who are selected will have an opportunity to receive schooling and training in technical fields to improve and advance their knowledge and skills in subjects essential to national defense. Additionally, college opportunities will be available.</p>		<p>Enlistees who cannot adjust satisfactorily to military life must be discharged, causing emotional distress to the individual, as well as loss to the taxpayers. Therefore, by giving your frank opinion of the applicant, you can render a genuine service to the applicant as well as to the United States.</p> <p>Your statements will be held in strict confidence, and you will not be considered personally responsible in any way for the applicant's conduct if enlisted or not enlisted.</p> <p>Your answers to the questions listed on the back of this form are of particular interest in reaching a conclusion concerning the qualifications of the applicant. Any information you can provide will be appreciated.</p>
RECRUITING OFFICER IDENTIFICATION DATA		
5. TYPED NAME (Last, First, Middle Initial)	6. DATE SIGNED (YYYYMMDD)	7. UNIT/COMMAND NAME
8. SIGNATURE OF RECRUITING REPRESENTATIVE	9. UNIT/COMMAND MAILING ADDRESS (Street, City, State, and ZIP Code)	

A.32 Use Case - Enlisted Personnel Action Request

diagram											
owner	Root										
properties	<table> <tr> <td>qualified name</td> <td>Enl Personnel Action Request</td> </tr> <tr> <td>visibility</td> <td>public</td> </tr> <tr> <td>leaf</td> <td>false</td> </tr> <tr> <td>abstract</td> <td>false</td> </tr> <tr> <td>isFinalSpecialization</td> <td>false</td> </tr> </table>	qualified name	Enl Personnel Action Request	visibility	public	leaf	false	abstract	false	isFinalSpecialization	false
qualified name	Enl Personnel Action Request										
visibility	public										
leaf	false										
abstract	false										
isFinalSpecialization	false										
ownedMember	Constraint1 Constraint2 Constraint3 Constraint4 Constraint5										
associations to	<table> <tr> <td>from</td> <td>to</td> <td>Association name</td> </tr> <tr> <td></td> <td>Submit Prior Service Information</td> <td></td> </tr> </table>	from	to	Association name		Submit Prior Service Information					
from	to	Association name									
	Submit Prior Service Information										
associations from	<table> <tr> <td>from</td> <td>Association name</td> </tr> <tr> <td>Submit Prior Service Information</td> <td></td> </tr> </table>	from	Association name	Submit Prior Service Information							
from	Association name										
Submit Prior Service Information											
shown on diagram	All Officers										
hyperlinks	..\Forms/NP13067.pdf										
constraints	<table> <tr> <td>Constraint1:</td> <td>For CHC</td> </tr> <tr> <td>Constraint2:</td> <td>MED</td> </tr> <tr> <td>Constraint3:</td> <td>Den</td> </tr> <tr> <td>Constraint4:</td> <td>MSC</td> </tr> <tr> <td>Constraint5:</td> <td>NC</td> </tr> </table>	Constraint1:	For CHC	Constraint2:	MED	Constraint3:	Den	Constraint4:	MSC	Constraint5:	NC
Constraint1:	For CHC										
Constraint2:	MED										
Constraint3:	Den										
Constraint4:	MSC										
Constraint5:	NC										

ENLISTED PERSONNEL ACTION REQUEST

FROM:

TO:

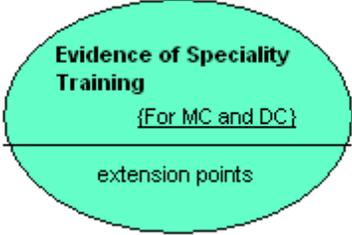
VIA:

REF:

DATE (YYMMDD):	SSN:
RATE:	NEC (PRI/SEC):
DUTY PHONE:	HOME PHONE:
MEMBERS E-MAIL:	
CCC E-MAIL:	
COMMAND TEAMING INFO UPDATED <input type="checkbox"/> YES <input type="checkbox"/> NO	

REQUESTED ACTION	REASON FOR SUBMISSION (Remarks are limited to 250 characters):																																											
	DATE AVAILABLE (YYMM): Earliest: Latest:			PRD:			EAOS/SEAOS:																																					
MILITARY SPOUSE DATA	SPOUSE SSN:		BRANCH OF SERVICE: <input type="checkbox"/> USN <input type="checkbox"/> USMC <input type="checkbox"/> USA <input type="checkbox"/> USAF <input type="checkbox"/> USCG																																									
	STATUS: <input type="checkbox"/> ENLISTED <input type="checkbox"/> OFFICER		SPOUSE RATE/RANK:		CURRENT DUTY STATION:			ROTATION DATE (YYMM):																																				
	SPOUSE DETAILER/MONITOR		NAME					PHONE NO.																																				
FAMILY MEMBER DATA	NO. OF IMMEDIATE FAMILY MBRs		LOCATION OF IMMEDIATE FAMILY MEMBERS (City, State/Country):																																									
	ENROLLED EFM: <input type="checkbox"/> YES <input type="checkbox"/> NO		LOCATION OF HOUSE HOLD GOODS (City, State/Country):																																									
MEMBER SIGNATURE	OTHER REQUEST PENDING/DATE (YYMM):		<small>PRIVACY ACT STATEMENT: The authority to request this information is contained in 5 USC 301 Departmental Regulations and from E.O. 9397. The principal purpose of the information is to enable you to make known your desires for the various types of duty listed, or some other special assignment consideration. The information will be used to assist officials and employees of the Department of the Navy in determining your future duty assignment. Completion of the form is mandatory except for duty and home phone numbers; failure to provide information may result in delay in response to or disapproval of your request.</small>																																									
	MEMBER SIGNATURE:																																											
INDIVIDUAL'S OFFICIAL DATA	<table border="1"> <tr> <th>EVAL/FITREP PERIOD (YYMMDD-YYMMDD)</th> <th>33</th> <th>34</th> <th>35</th> <th>36</th> <th>37</th> <th>38</th> <th>39</th> <th>20</th> <th>PROMOTION REC</th> <th>RETENTION REC</th> </tr> <tr> <td> </td> </tr> <tr> <td> </td> </tr> </table>	EVAL/FITREP PERIOD (YYMMDD-YYMMDD)	33	34	35	36	37	38	39	20	PROMOTION REC	RETENTION REC																							<input type="checkbox"/> YES <input type="checkbox"/> NO HAS CLEAR RECORD (No NJP) FOR PAST _____ YEARS AS REQUIRED									
	EVAL/FITREP PERIOD (YYMMDD-YYMMDD)	33	34	35	36	37	38	39	20	PROMOTION REC	RETENTION REC																																	
<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A MEETS SECURITY CLEARANCE REQUIREMENTS																																												
COMMAND ENDORSEMENT	<input type="checkbox"/> YES <input type="checkbox"/> NO RECOMMENDED					COMMAND UIC:																																						
	COMMENTS (Address acceptable gap, relief requirement, waivers, etc.):																																											
	COMMANDING OFFICER:					DATE:																																						

A.33 UseCase - Evidence of Speciality Training

diagram											
owner	Root										
properties	<table> <tr> <td>qualified name</td> <td>Evidence of Speciality Training</td> </tr> <tr> <td>visibility</td> <td>public</td> </tr> <tr> <td>leaf</td> <td>false</td> </tr> <tr> <td>abstract</td> <td>false</td> </tr> <tr> <td>isFinalSpecialization</td> <td>false</td> </tr> </table>	qualified name	Evidence of Speciality Training	visibility	public	leaf	false	abstract	false	isFinalSpecialization	false
qualified name	Evidence of Speciality Training										
visibility	public										
leaf	false										
abstract	false										
isFinalSpecialization	false										
ownedMember	Constraint1										
target of relation	Include Submit Personal Information										
shown on diagram	All Officers										
constraints	Constraint1: For MC and DC										

A.34 Use Case - Family Care Plan Certificate

diagram											
owner	Root										
properties	<table> <tr> <td>qualified name</td> <td>family Care Plan Certificate</td> </tr> <tr> <td>visibility</td> <td>public</td> </tr> <tr> <td>leaf</td> <td>false</td> </tr> <tr> <td>abstract</td> <td>false</td> </tr> <tr> <td>isFinalSpecialization</td> <td>false</td> </tr> </table>	qualified name	family Care Plan Certificate	visibility	public	leaf	false	abstract	false	isFinalSpecialization	false
qualified name	family Care Plan Certificate										
visibility	public										
leaf	false										
abstract	false										
isFinalSpecialization	false										
target of relation	Include Miscellaneous Documents										
shown on diagram	All Officers										
hyperlinks	..\Forms/NAVPERS17406.pdf										

A.35 Use Case - FingerPrint Checks

diagram											
owner	Root										
properties	<table> <tr> <td>qualified name</td> <td>FingerPrint Checks</td> </tr> <tr> <td>visibility</td> <td>public</td> </tr> <tr> <td>leaf</td> <td>false</td> </tr> <tr> <td>abstract</td> <td>false</td> </tr> <tr> <td>isFinalSpecialization</td> <td>false</td> </tr> </table>	qualified name	FingerPrint Checks	visibility	public	leaf	false	abstract	false	isFinalSpecialization	false
qualified name	FingerPrint Checks										
visibility	public										
leaf	false										
abstract	false										
isFinalSpecialization	false										
ownedMember	Constraint1 Constraint2 Constraint3										
target of relation	Include Miscellaneous Documents										
shown on diagram	All Officers										
hyperlinks	..\Forms\FD258.pdf										
constraints	<table> <tr> <td>Constraint1:</td> <td>except NUC</td> </tr> <tr> <td>Constraint2:</td> <td>OCS</td> </tr> <tr> <td>Constraint3:</td> <td>DCO & Navet</td> </tr> </table>	Constraint1:	except NUC	Constraint2:	OCS	Constraint3:	DCO & Navet				
Constraint1:	except NUC										
Constraint2:	OCS										
Constraint3:	DCO & Navet										

SAMPLE FINGERPRINT CARD (Including mandatory fields)

APPLICANT	LEAVE BLANK	TYPE OR PRINT ALL INFORMATION IN BLACK			(FBI)	LEAVE BLANK
		LAST NAME NAM	FIRST NAME	MIDDLE NAME		
		LAST	FIRST	MIDDLE		
SIGNATURE OF PERSON FINGERPRINTED (SIGNATURE OF PERSON FINGERPRINTED)		ALIASES AKA		O R I	USDIS000Z	
RESIDENCE OF PERSON FINGERPRINTED		List all aliases Last, First Middle			DATE OF BIRTH DOB Month Day Year	
DATE		CITIZENSHIP CITZ		(See Below for Codes)		PLACE OF BIRTH POB
SIGNATURE OF OFFICIAL TAKING FINGERPRINTS (SIGNATURE OF OFFICIAL)		FOUR NO. OCA		LEAVE BLANK Foreign Country		
EMPLOYER AND ADDRESS Employer Name Employer Address		TELE NO. EBJ		CLASS _____		
REASON FINGERPRINTED Reason Fingerprinted		ARMED FORCES NO. MNU Branch of Service		REF _____		
		SOCIAL SECURITY NO. SOC Social Security #				
		MISCELLANEOUS NO. MNU				

ALL FINGERS MUST BE ACCOUNTED FOR. ANNOTATE ANY AMPUTATIONS OR BANDAGES.

WEIGHT
Whole Pounds Only
If weight is unknown - enter 000
If weight is in excess of 499 - enter 499

SEX
Male - M
Female - F

HEIGHT
Whole Inches Only
If entering inches only -
Ex. 5ft 11in = N71
If entering feet and inches -
Ex. 5ft 11in = 511 LITTLE

If Subject Is (Predominant Race)	Enter Code
Chinese, Japanese, Filipino, Korean, Polynesian, Indian, Indonesian, Asian Indian, Samoan, or any other Pacific Islander	A
A person having origins in any of the black racial groups of Africa	B
American Indian, Eskimo, or Alaskan native, or a person having origins in any of the 48 contiguous states of the United States or Alaska who maintains cultural identification through tribal affiliation or community recognition	I
Of indeterminate race	U
Caucasian, Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race	W

Eye Color	Code
Black	BLK
Blue	BLU
Brown	BRO
Gray	GRY
Green	GRN
Hazel	HAZ
Maroon	MAR
Multicolored	MUL
Pink	PNK
Unknown	XXX

Hair Color	Code
Bald	BAL
BLK	Black
BLN	Blond or Strawberry
BRO	Brown
Gray or Partially Gray	GRY
Red or Auburn	RED
Sandy	SDY
White	WHI
Unknown	XXX
Blue	BLU
Green	GRN
Orange	ONG
Pink	PNK
Purple	PLE

A.36 Use Case - GME Grad Med Education

diagram											
owner	Root										
properties	<table> <tr> <td>qualified name</td> <td>GME Grad Med Education</td> </tr> <tr> <td>visibility</td> <td>public</td> </tr> <tr> <td>leaf</td> <td>false</td> </tr> <tr> <td>abstract</td> <td>false</td> </tr> <tr> <td>isFinalSpecialization</td> <td>false</td> </tr> </table>	qualified name	GME Grad Med Education	visibility	public	leaf	false	abstract	false	isFinalSpecialization	false
qualified name	GME Grad Med Education										
visibility	public										
leaf	false										
abstract	false										
isFinalSpecialization	false										
ownedMember	Constraint1										
target of relation	Include Professional Information										
shown on diagram	All Officers										
constraints	Constraint1: Only MC										

A.37 Use Case - GPA Calculation Worksheet

diagram											
owner	Root										
properties	<table> <tr> <td>qualified name</td> <td>GPA Calculation Worksheet</td> </tr> <tr> <td>visibility</td> <td>public</td> </tr> <tr> <td>leaf</td> <td>false</td> </tr> <tr> <td>abstract</td> <td>false</td> </tr> <tr> <td>isFinalSpecialization</td> <td>false</td> </tr> </table>	qualified name	GPA Calculation Worksheet	visibility	public	leaf	false	abstract	false	isFinalSpecialization	false
qualified name	GPA Calculation Worksheet										
visibility	public										
leaf	false										
abstract	false										
isFinalSpecialization	false										
ownedMember	Constraint1										
target of relation	Include Academic Information										
shown on diagram	All Officers										
hyperlinks	..\Forms/GPACALCWKST.xls										
constraints	Constraint1: For MC/NC/MS/DC										

GPA CALCULATION WORKSHEET

NAME

DATE

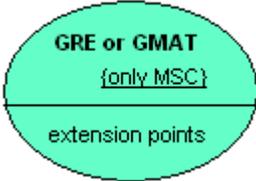
SCHOOL	TIME PERIOD	QUALITY POINTS	CREDIT HOURS	GPA
TOTAL		<input style="width: 60px; height: 15px;" type="text"/>	<input style="width: 60px; height: 15px;" type="text"/>	<input style="width: 60px; height: 15px;" type="text"/>

NOTES:
 1) The only grades not counted in the GPA calculation are withdrawals. All failures, regardless of school policy are counted.
 2) Grades from a school on a ten week quarter system should be adjusted if added with grades from a standard 15 week semester system. Quality points and credit hours from the quarter should be multiplied by 2/3 or .666.

 Officer Recruiter Signature

 Officer Recruiter Name

A.38 Use Case - GRE or GMAT

diagram	 <p>The diagram shows a use case named "GRE or GMAT" with a constraint "{only MSC}" and "extension points".</p>										
owner	Root										
properties	<table> <tr> <td>qualified name</td> <td>GRE or GMAT</td> </tr> <tr> <td>visibility</td> <td>public</td> </tr> <tr> <td>leaf</td> <td>false</td> </tr> <tr> <td>abstract</td> <td>false</td> </tr> <tr> <td>isFinalSpecialization</td> <td>false</td> </tr> </table>	qualified name	GRE or GMAT	visibility	public	leaf	false	abstract	false	isFinalSpecialization	false
qualified name	GRE or GMAT										
visibility	public										
leaf	false										
abstract	false										
isFinalSpecialization	false										
ownedMember	Constraint1										
target of relation	Include Academic Information										
shown on diagram	All Officers										
constraints	Constraint1: only MSC										

A.39 Use Case - Identification of Citizenship

diagram	<p>The diagram shows a use case named "Identification of Citizenship" enclosed in an oval. A horizontal line divides the oval into two sections. The top section contains the text "Identification of Citizenship" followed by a note "{Not NAVET}" in curly braces. The bottom section contains the text "extension points".</p>										
owner	Root										
properties	<table> <tr> <td>qualified name</td> <td>Identification of Citizenship</td> </tr> <tr> <td>visibility</td> <td>public</td> </tr> <tr> <td>leaf</td> <td>false</td> </tr> <tr> <td>abstract</td> <td>false</td> </tr> <tr> <td>isFinalSpecialization</td> <td>false</td> </tr> </table>	qualified name	Identification of Citizenship	visibility	public	leaf	false	abstract	false	isFinalSpecialization	false
qualified name	Identification of Citizenship										
visibility	public										
leaf	false										
abstract	false										
isFinalSpecialization	false										
ownedMember	Constraint1										
source of relation	Include SSN DD 214 NGB Form 22										
target of relation	Include Submits Basic Application										
shown on diagram	All Officers										
constraints	Constraint1: Not NAVET										

A.40 Use Case - Instructor Reference

diagram	<p>The diagram shows a light blue oval representing a use case. The top half of the oval contains the text "Instructor Reference" in bold, followed by "{Included MC/DC/MS/NC}" in a smaller font. A horizontal line separates this from the bottom half, which contains the text "extension points".</p>										
owner	Root										
properties	<table> <tr> <td>qualified name</td> <td>Instructor Reference</td> </tr> <tr> <td>visibility</td> <td>public</td> </tr> <tr> <td>leaf</td> <td>false</td> </tr> <tr> <td>abstract</td> <td>false</td> </tr> <tr> <td>isFinalSpecialization</td> <td>false</td> </tr> </table>	qualified name	Instructor Reference	visibility	public	leaf	false	abstract	false	isFinalSpecialization	false
qualified name	Instructor Reference										
visibility	public										
leaf	false										
abstract	false										
isFinalSpecialization	false										
ownedMember	Constraint1										
target of relation	Include Submit Personal Information										
shown on diagram	All Officers										
constraints	Constraint1: Included MC/DC/MS/NC										

A.41 UseCase Interservice Transfer Papers pass to PERS 911

diagram											
owner	Root										
properties	<table> <tr> <td>qualified name</td> <td>Interservice Transfer Papers pass to PERS 911</td> </tr> <tr> <td>visibility</td> <td>public</td> </tr> <tr> <td>leaf</td> <td>false</td> </tr> <tr> <td>abstract</td> <td>false</td> </tr> <tr> <td>isFinalSpecialization</td> <td>false</td> </tr> </table>	qualified name	Interservice Transfer Papers pass to PERS 911	visibility	public	leaf	false	abstract	false	isFinalSpecialization	false
qualified name	Interservice Transfer Papers pass to PERS 911										
visibility	public										
leaf	false										
abstract	false										
isFinalSpecialization	false										
ownedMember	Constraint1										
target of relation	Include Notes										
shown on diagram	All Officers										
hyperlinks	http://www.npc.navy.mil/careerinfo/ReservePersonnelManagement/Officers/Pers4911.htm										
constraints	Constraint1: Only DCO										

A.42 Use Case - JAG Scroll Pre-Screen Form

diagram											
owner	Root										
properties	<table> <tr> <td>qualified name</td> <td>JAG Scroll Pre-Screen Form</td> </tr> <tr> <td>visibility</td> <td>public</td> </tr> <tr> <td>leaf</td> <td>false</td> </tr> <tr> <td>abstract</td> <td>false</td> </tr> <tr> <td>isFinalSpecialization</td> <td>false</td> </tr> </table>	qualified name	JAG Scroll Pre-Screen Form	visibility	public	leaf	false	abstract	false	isFinalSpecialization	false
qualified name	JAG Scroll Pre-Screen Form										
visibility	public										
leaf	false										
abstract	false										
isFinalSpecialization	false										
ownedMember	Constraint1										
target of relation	Include Submit Program Documents										
shown on diagram	All Officers										
hyperlinks	..\Forms\1131 67.pdf										
constraints	Constraint1: JAG Only										

A.43 Use Case - Last 4 FITREP

diagram	<p>The diagram shows a use case named "Last 4 FITREP" enclosed in a light blue oval. Above the name is the constraint set "{Only CHC, MC, DC, MSC, NC}" enclosed in a horizontal line. Below the name is the text "extension points".</p>
owner	Root
properties	qualified name Last 4 FITREP visibility public leaf false abstract false isFinalSpecialization false
ownedMember	Constraint1 Constraint2 Constraint3 Constraint4 Constraint5
target of relation	Include NAVETS & Recalls
shown on diagram	All Officers
constraints	Constraint1: Only CHC Constraint2: MC Constraint3: DC Constraint4: MSC Constraint5: NC

A.44 Use Case - Letter of Understanding

diagram	<p>The diagram shows a use case named "Letter of Understanding" with a constraint "{For DCO}". Below the use case name, it specifies "extension points For both programs 3165 & 1465".</p>										
owner	Root										
properties	<table> <tr> <td>qualified name</td> <td>Letter of Understanding</td> </tr> <tr> <td>visibility</td> <td>public</td> </tr> <tr> <td>leaf</td> <td>false</td> </tr> <tr> <td>abstract</td> <td>false</td> </tr> <tr> <td>isFinalSpecialization</td> <td>false</td> </tr> </table>	qualified name	Letter of Understanding	visibility	public	leaf	false	abstract	false	isFinalSpecialization	false
qualified name	Letter of Understanding										
visibility	public										
leaf	false										
abstract	false										
isFinalSpecialization	false										
ownedMember	Constraint1 For both programs 3165 & 1465										
target of relation	Include Miscellaneous Documents										
shown on diagram	All Officers										
hyperlinks	../Forms/1131_229.doc ../Forms/NAVCRUIT 1131_228.pdf										
constraints	Constraint1: For DCO										

Alterations to this form are not authorized

LETTER OF UNDERSTANDING FOR 1465 OFFICER APPLICANTS

1. Applicants for the 1465 Navy Reserve Engineering Duty (NRED) Officer Commissioning program must understand the required training program, which must be completed with six years.
2. After commissioning, application must be made for entrance into the Navy Reserve Engineering Duty Qualification Program (NREDQP). Officers accepted for commissioning are approved for entrance into the NREDQP, but they must submit a letter request. This is required since the NREDQO is a program, which will enable the officer to have a designator change from 1465 to 1445 (fully qualified NRED). BUPERS requires that Officer's request, by letter, any change in designator.
3. This process and the application form are included in the current NREDQP instruction, which will be sent to the officer. All Officers should call the NRED office in the Naval Sea Systems Command (NAVSEA) Reserve Office (SEA 09NR) to advise of being commissioned. Call collect (703) 602-1625.
4. The 1465 Officer will be required to complete the following:
 - a. Join a reserve unit and drill one weekend each month.
 - b. Perform at least 12 days of AT each year.
 - c. Complete required Navy correspondence course.
 - d. Attend the Direct Commission Officer Indoctrination for two weeks during the first year of serve.
 - e. Perform one AT on a Navy Ship, one AT at a Navy Industrial Activity (preferable a Naval Shipyard) and one AT at the officer's mobilization commands.
 - f. Attend the Reserve course at the ED School.
5. Each Officer will be assigned to a NRED Captain who will counsel the NREDQP Officer and be that Officer's Certifying Officer. The NREDQP Officer will be required to meet or talk with the Certifying Officer at least every three months. The Certifying Officer will prepare a Qualification Training Plan (QTP) for the NREDQP Officer. It may require additional periods of AT.
6. The NREDQP Officer will be required to sit for an oral board to test the Officer's knowledge before being approved for certification and designator change to 1445.
7. Officers not completing or maintaining professional advancement in the NREDQP will be dropped from the program and referred to BUPERS for administrative discharge from the Navy Reserve.
8. I have read, understand and will abide by the contents above.

Print Applicant's Name

Print Witness's Name

Applicant's Signature

343

Witness's Signature/Date

LETTER OF UNDERSTANDING FOR 3185 APPLICANTS

1. Students must successfully complete each at-home self-study segment before returning for the next scheduled Annual Training (AT) period. Completion of these segments requires a considerable time commitment on the part of the student, well beyond the normal drill weekend. While the actual time commitment will vary depending upon individual study habits, students should anticipate a conservative average of 10-15 hours per week.
2. For the above reasons, an additional time period of one year is allocated, if necessary, to allow slippage in this schedule. Thus, students are allowed a maximum of two years to complete 15 months of work. Students earn no additional pay or retirement points for self-study work.
3. In addition to completing the BQC (NR), DCO's are required to successfully complete the Naval orientation correspondence course within one year of their commissioning date. DCO's are encouraged to complete this requirement prior to commencing the BQC (NR) course.
4. Officers who do not maintain satisfactory progress in all training requirements are subject to disenrollment and administrative separation from the Navy Reserve.
 - a. Failure to achieve a minimum average of 75 percent in each of the curriculum areas of the BQC (NR) course.
 - b. Failure to maintain adequate AT or self-study progress.
 - c. Failure to initiate BQC (NR) training within the prescribed limits.
5. For more information concerning the BQC (NR), contact the Director of Reserve Programs, Code 31, Naval Supply Corps School, Athens, GA at (706)354-7301.
6. I have read and understand the contents of this letter.

Signature of Applicant	Signature of Witness
Applicant's Name	Witnesses Name
Date	

A.45 Use Case - Licensure Verification for Medical Program Applicants

diagram											
owner	Root										
properties	<table> <tr> <td>qualified name</td> <td>Licensure Verification for Med Program Applicants</td> </tr> <tr> <td>visibility</td> <td>public</td> </tr> <tr> <td>leaf</td> <td>false</td> </tr> <tr> <td>abstract</td> <td>false</td> </tr> <tr> <td>isFinalSpecialization</td> <td>false</td> </tr> </table>	qualified name	Licensure Verification for Med Program Applicants	visibility	public	leaf	false	abstract	false	isFinalSpecialization	false
qualified name	Licensure Verification for Med Program Applicants										
visibility	public										
leaf	false										
abstract	false										
isFinalSpecialization	false										
ownedMember	MC also copy of all states licensed Specialists each state as well										
target of relation	Include Submit Personal Information										
shown on diagram	All Officers										
hyperlinks	../Forms/NAVPERS 1300-4.pdf										

A.46 Use Case - Letter of Acceptance

diagram	<p>The diagram shows a green oval use case labeled "Ltr of Acceptance" with a horizontal line through its center. Above the line is the text "{MC, NC, MSC, DC}" and below the line is the text "extension points".</p>
owner	Root
properties	qualified name Ltr of Acceptance visibility public leaf false abstract false isFinalSpecialization false
ownedMember	Constraint1 Constraint2 Constraint3 Constraint4
target of relation	Include Academic Information
shown on diagram	All Officers
constraints	Constraint1: MC Constraint2: NC Constraint3: MSC Constraint4: DC

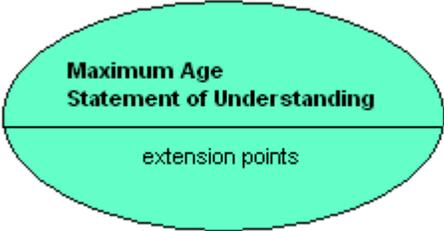
A.47 Use Case - Letter of Good Standing

diagram	<p>The diagram shows a use case named "Ltr of Good Standing" with constraints {DC, MSC, MC} and extension points.</p>										
owner	Root										
properties	<table> <tr><td>qualified name</td><td>Ltr of Good Standing</td></tr> <tr><td>visibility</td><td>public</td></tr> <tr><td>leaf</td><td>false</td></tr> <tr><td>abstract</td><td>false</td></tr> <tr><td>isFinalSpecialization</td><td>false</td></tr> </table>	qualified name	Ltr of Good Standing	visibility	public	leaf	false	abstract	false	isFinalSpecialization	false
qualified name	Ltr of Good Standing										
visibility	public										
leaf	false										
abstract	false										
isFinalSpecialization	false										
ownedMember	Constraint1 Constraint2 Constraint3										
target of relation	Include Academic Information										
shown on diagram	All Officers										
constraints	<table> <tr><td>Constraint1:</td><td>DC</td></tr> <tr><td>Constraint2:</td><td>MSC</td></tr> <tr><td>Constraint3:</td><td>MC</td></tr> </table>	Constraint1:	DC	Constraint2:	MSC	Constraint3:	MC				
Constraint1:	DC										
Constraint2:	MSC										
Constraint3:	MC										

A.48 Use Case - Letter of Inter-Service Transfer

diagram											
owner	Root										
properties	<table border="0"> <tr> <td>qualified name</td> <td>Ltr of Inter-Service Transfer</td> </tr> <tr> <td>visibility</td> <td>public</td> </tr> <tr> <td>leaf</td> <td>false</td> </tr> <tr> <td>abstract</td> <td>false</td> </tr> <tr> <td>isFinalSpecialization</td> <td>false</td> </tr> </table>	qualified name	Ltr of Inter-Service Transfer	visibility	public	leaf	false	abstract	false	isFinalSpecialization	false
qualified name	Ltr of Inter-Service Transfer										
visibility	public										
leaf	false										
abstract	false										
isFinalSpecialization	false										
target of relation	Include Submit Prior Service Information										
shown on diagram	All Officers										

A.49 Use Case - Maximum Age Statement of Understanding

diagram											
owner	Root										
properties	<table> <tr> <td>qualified name</td> <td>Maximum Age Statement of Understanding</td> </tr> <tr> <td>visibility</td> <td>public</td> </tr> <tr> <td>leaf</td> <td>false</td> </tr> <tr> <td>abstract</td> <td>false</td> </tr> <tr> <td>isFinalSpecialization</td> <td>false</td> </tr> </table>	qualified name	Maximum Age Statement of Understanding	visibility	public	leaf	false	abstract	false	isFinalSpecialization	false
qualified name	Maximum Age Statement of Understanding										
visibility	public										
leaf	false										
abstract	false										
isFinalSpecialization	false										
target of relation	Include Miscellaneous Documents										
shown on diagram	All Officers										
hyperlinks	..\Forms\1131_54 (Max Age SOU).doc										

MAXIMUM AGE STATEMENT OF UNDERSTANDING

References: (a) Title 10, U. S. Code 14509
(b) Title 10, U. S. Code 14703
(c) Title 10, U. S. Code 1251

1. I understand that under reference (a), the Navy's maximum age in any grade is age 60.

2. Per reference (b), these age limits may be waived under certain circumstances up to age 67 for Medical Corps/Dental Corps/Nurse Corps/ (specific sub-specialties) Medical Service Corps officers and Chaplain Corps officers, if eligible in all other respects. Retention is voluntary and requests for transfer from an active status will be processed in the normal manner. Officers retained under this policy remain eligible to be considered for promotion and to earn retirement points.

3. As a consequence of the above circumstances and because of my age at appointment and limited (or lack of) prior military service, I may not be able to achieve eligibility for retired pay. Furthermore, under reference (b), if I am unable to complete 20 years of active commissioned service by age 62, I will not be eligible for an appointment in the Regular Navy now, or in the future.

Signature

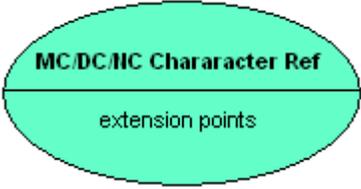
Date

Typed/Printed Name

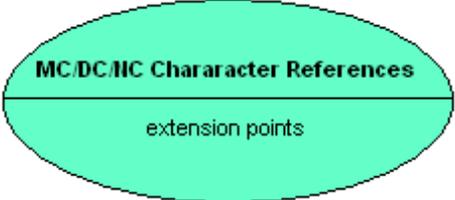
A.50 Use Case - MC - Medical Residency Entrance Exam

diagram											
owner	Root										
properties	<table> <tr> <td>qualified name</td> <td>MC - Medical Residency Entrance Exam</td> </tr> <tr> <td>visibility</td> <td>public</td> </tr> <tr> <td>leaf</td> <td>false</td> </tr> <tr> <td>abstract</td> <td>false</td> </tr> <tr> <td>isFinalSpecialization</td> <td>false</td> </tr> </table>	qualified name	MC - Medical Residency Entrance Exam	visibility	public	leaf	false	abstract	false	isFinalSpecialization	false
qualified name	MC - Medical Residency Entrance Exam										
visibility	public										
leaf	false										
abstract	false										
isFinalSpecialization	false										
ownedMember	Constraint1										
target of relation	Extend Prof School Exam										
shown on diagram	All Officers										
constraints	Constraint1: MC Only										

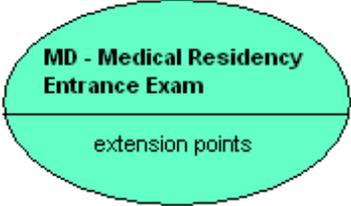
A.51 UseCase - MC/DC/NC Character Ref

diagram		
owner	Root	
properties	qualified name	MC/DC/NC Character Ref
	visibility	public
	leaf	false
	abstract	false
	isFinalSpecialization	false
target of relation	Extend	Character References
shown on diagram	All Officers	

A.52 Use Case - MC/DC/NC Character References

diagram											
owner	Root										
properties	<table> <tr> <td>qualified name</td> <td>MC/DC/NC Character References</td> </tr> <tr> <td>visibility</td> <td>public</td> </tr> <tr> <td>leaf</td> <td>false</td> </tr> <tr> <td>abstract</td> <td>false</td> </tr> <tr> <td>isFinalSpecialization</td> <td>false</td> </tr> </table>	qualified name	MC/DC/NC Character References	visibility	public	leaf	false	abstract	false	isFinalSpecialization	false
qualified name	MC/DC/NC Character References										
visibility	public										
leaf	false										
abstract	false										
isFinalSpecialization	false										

A.53 Use Case - MD - Medical Residency Entrance Exam

diagram											
owner	Root										
properties	<table> <tr> <td>qualified name</td> <td>MD - Medical Residency Entrance Exam</td> </tr> <tr> <td>visibility</td> <td>public</td> </tr> <tr> <td>leaf</td> <td>false</td> </tr> <tr> <td>abstract</td> <td>false</td> </tr> <tr> <td>isFinalSpecialization</td> <td>false</td> </tr> </table>	qualified name	MD - Medical Residency Entrance Exam	visibility	public	leaf	false	abstract	false	isFinalSpecialization	false
qualified name	MD - Medical Residency Entrance Exam										
visibility	public										
leaf	false										
abstract	false										
isFinalSpecialization	false										

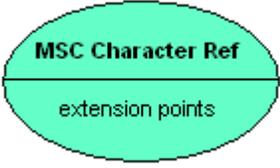
A.54 Use Case - MED

diagram											
owner	Root										
properties	<table> <tr> <td>qualified name</td> <td>MED</td> </tr> <tr> <td>visibility</td> <td>public</td> </tr> <tr> <td>leaf</td> <td>false</td> </tr> <tr> <td>abstract</td> <td>false</td> </tr> <tr> <td>isFinalSpecialization</td> <td>false</td> </tr> </table>	qualified name	MED	visibility	public	leaf	false	abstract	false	isFinalSpecialization	false
qualified name	MED										
visibility	public										
leaf	false										
abstract	false										
isFinalSpecialization	false										
target of relation	Extend Personal and Professional Info Sheet										
shown on diagram	All Officers										

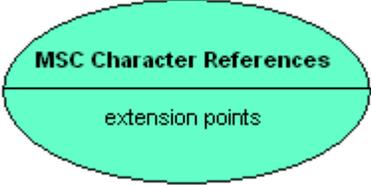
A.55 Use Case - Merchant Marine PRT Results

diagram											
owner	Root										
properties	<table> <tr> <td>qualified name</td> <td>Merchant Marine PRT Results</td> </tr> <tr> <td>visibility</td> <td>public</td> </tr> <tr> <td>leaf</td> <td>false</td> </tr> <tr> <td>abstract</td> <td>false</td> </tr> <tr> <td>isFinalSpecialization</td> <td>false</td> </tr> </table>	qualified name	Merchant Marine PRT Results	visibility	public	leaf	false	abstract	false	isFinalSpecialization	false
qualified name	Merchant Marine PRT Results										
visibility	public										
leaf	false										
abstract	false										
isFinalSpecialization	false										
ownedMember	COMNAVRESFOR N14 via fax at (757) 444-7597										
target of relation	Include Notes										
shown on diagram	All Officers										

A.57 Use Case - MSC Character Ref

diagram											
owner	Root										
properties	<table> <tr> <td>qualified name</td> <td>MSC Character Ref</td> </tr> <tr> <td>visibility</td> <td>public</td> </tr> <tr> <td>leaf</td> <td>false</td> </tr> <tr> <td>abstract</td> <td>false</td> </tr> <tr> <td>isFinalSpecialization</td> <td>false</td> </tr> </table>	qualified name	MSC Character Ref	visibility	public	leaf	false	abstract	false	isFinalSpecialization	false
qualified name	MSC Character Ref										
visibility	public										
leaf	false										
abstract	false										
isFinalSpecialization	false										
target of relation	Extend Character References										
shown on diagram	All Officers										

A.58 Use Case - MSC Character References

diagram											
owner	Root										
properties	<table border="0"> <tr> <td>qualified name</td> <td>MSC Character References</td> </tr> <tr> <td>visibility</td> <td>public</td> </tr> <tr> <td>leaf</td> <td>false</td> </tr> <tr> <td>abstract</td> <td>false</td> </tr> <tr> <td>isFinalSpecialization</td> <td>false</td> </tr> </table>	qualified name	MSC Character References	visibility	public	leaf	false	abstract	false	isFinalSpecialization	false
qualified name	MSC Character References										
visibility	public										
leaf	false										
abstract	false										
isFinalSpecialization	false										

A.59 Use Case - MSC P&P

diagram		
owner	Root	
properties	qualified name	MSC P&P
	visibility	public
	leaf	false
	abstract	false
	isFinalSpecialization	false
target of relation	Extend	Personal and Professional Info Sheet
shown on diagram	All Officers	

A.60 Use Case - MSC Professional Exam

diagram											
owner	Root										
properties	<table> <tr> <td>qualified name</td> <td>MSC Professional Exam</td> </tr> <tr> <td>visibility</td> <td>public</td> </tr> <tr> <td>leaf</td> <td>false</td> </tr> <tr> <td>abstract</td> <td>false</td> </tr> <tr> <td>isFinalSpecialization</td> <td>false</td> </tr> </table>	qualified name	MSC Professional Exam	visibility	public	leaf	false	abstract	false	isFinalSpecialization	false
qualified name	MSC Professional Exam										
visibility	public										
leaf	false										
abstract	false										
isFinalSpecialization	false										
ownedMember	Constraint1										
target of relation	Extend Prof School Exam										
shown on diagram	All Officers										
constraints	Constraint1: MSC Only										

A.61 Use Case - MSC - Academic Degree Completion Plan

diagram											
owner	Root										
properties	<table> <tr> <td>qualified name</td> <td>MSC- Academic Degree Completion Plan</td> </tr> <tr> <td>visibility</td> <td>public</td> </tr> <tr> <td>leaf</td> <td>false</td> </tr> <tr> <td>abstract</td> <td>false</td> </tr> <tr> <td>isFinalSpecialization</td> <td>false</td> </tr> </table>	qualified name	MSC- Academic Degree Completion Plan	visibility	public	leaf	false	abstract	false	isFinalSpecialization	false
qualified name	MSC- Academic Degree Completion Plan										
visibility	public										
leaf	false										
abstract	false										
isFinalSpecialization	false										
ownedMember	Constraint1 Constraint2										
target of relation	Include Academic Information										
shown on diagram	All Officers										
hyperlinks	..\Forms\1131_4_1.pdf										
constraints	<table> <tr> <td>Constraint1:</td> <td>Includes HSCP</td> </tr> <tr> <td>Constraint2:</td> <td>HPSP and Direct</td> </tr> </table>	Constraint1:	Includes HSCP	Constraint2:	HPSP and Direct						
Constraint1:	Includes HSCP										
Constraint2:	HPSP and Direct										

_____ Date

From: _____
(Academic Advisor for Applicant)

To: Commander, Navy Recruiting Command (Code _____)
Commander, Naval Education and Training Command (Code _____)

Via: Commanding Officer, Navy Recruiting District _____

Subj: OFFICER ACADEMIC DEGREE PLAN FOR _____
(APPLICANT NAME ONLY)

Course Previously Eamed/Transferred From Another Institution

Course	Course Number	Hours	Title

Total Quarter/Semester Hours: _____

Quarter/Semester: _____ **Year:** 20 _____

Course	Course Number	Hours	Title

Total Quarter/Semester Hours: _____

A.62 Use Case - NAVCRUIT 1131/238

diagram	
owner	Root
properties	qualified name NAVCRUIT 1131/238 visibility public leaf false abstract false isFinalSpecialization false
target of relation	Include Submits Basic Application
shown on diagram	All Officers
hyperlinks	..\1131_238_APSR-Latest Version.pdf

PRIVACY ACT STATEMENT

AUTHORITY: Title 10 United States Code, Sections 591, 600, 2107, 2122, and 6019 which prescribes qualifications for appointment in the Armed Forces of the United States, information regarding your educational background, involvement with law enforcement agencies, juvenile, traffic, criminal, or other, including foreign countries, drug usage, physical problems or prior processing, whether for U.S. Navy or branches of the services not withstanding. Executive Order 9397 authorizes the solicitation of the Social Security Number (SSN).

PRINCIPAL PURPOSES: To determine the applicant's eligibility for appointment into the United States Navy. The information provided is FOR OFFICIAL USE ONLY and will become a permanent part of your service record and will be maintained and used in strict confidence in accordance with Federal Law and Regulations. The Social Security Number will be used to verify, identify and locate existing records.

ROUTINE USES: To obtain background information provided by the applicant and by a Selection Board to determine applicant's qualifications for commission.

DISCLOSURE: Disclosure is voluntary, however, failure to provide the requested information as well as the social security number may result in denial of appointment into the United States Navy. If, after you enlist, it is found that you concealed a record, you may be discharged from the U. S. Navy as a fraudulent appointment and may be subject to a fine and/or imprisonment.

APPLICATION PROCESSING AND SUMMARY RECORD
(YOU MUST ENABLE JAVA TO COMPLETE THIS FORM)

1. PERSONNEL INFORMATION												
a. NAVCRUITDIST			b. Last Name			c. First Name			d. Middle Name or MNM		e. Suffix/Maiden	
f. SSN			g. Place of Birth (City/State or Foreign Country)			h. DOB		i. Age	j. Age waiver req.	k. Sex	l. Ht.	
m. Wt.	n. Body Fat	o. Race	p. Ethnic	q. Citizenship	r. If dual, list country	s. Enlisted	t. SKED to ship to RTC		u. Interview Scores			
Choice 1			Choice 2			Choice 3		Choice 4		Choice 5		
v. Program												
w. NOBC/SSP												
2. MILITARY SERVICE												
a. Current MIL Status			b. Branch		c. Paygrade		d. Prior Service		e. Branch		f. Paygrade	
3. EDUCATIONAL STATUS - Most Current												
a. Name of Educational Institution					b. Major (Continue in block 15)		c. Edu/Grad. Level	d. GPA	e. Grad Date			
4. TESTING												
a. AQR	b. PPAR	c. FOFAR	d. OAR	e. Other Test :	f. Scores: Test Date		g. Avail date for OCS/ODS/SELRES.		h. Recon			

5. COMMISSIONING DATA ***** NRC USE ONLY*****												
a. Commissioning Program			b. Grade		c. Date of Rank		d. Desig.	e. Type	f. Scroll Sub Date:		g. Scroll App Date:	
h. Original Source Code:												
i. Current Source Code:												
j. Restrictions:	k. Restrictions:	l. Restrictions:	m. Restrictions:	n. Restrictions:	o. Restrictions:							

BUPERS USE ONLY												
Authority:			PC:			Remarks						
<input type="radio"/> OSD APP	<input type="radio"/> SECNAV APP	<input type="radio"/> Senate Confirmed	Date Approved		Null & Void Date							

A.63 Use Case - NAVETS & Recalls

diagram		
owner	Root	
properties	qualified name	NAVETS & Recalls
	visibility	public
	leaf	false
	abstract	false
	isFinalSpecialization	false
associations to	from	to Association name
		Non-professional applicant
		Professional Applicant
		NRD Quality Assurance and Processor
associations from	from	Association name
		Non-professional applicant
		Professional Applicant
		NRD Quality Assurance and Processor
source of relation	include	Ready Reserve Transfer Request Service Agreement Physical Qualification for Appointment/Commission Annual Statement of Service History Point Capture or separation orders PRIMS Report Application for Recall to Ext Active Duty prior commission any service Last 4 FITREP Copy of all licensinees for 16xx Merchant Mar
shown on diagram	All Officers	

A.64 Use Case - NAVRES Incentives Agreement 2-4

diagram	 <p>The diagram is a light blue oval divided horizontally. The top half contains the text "NAVRES Incentives Agreement 2-4" and the bottom half contains the text "extension points".</p>	
owner	Root	
properties	qualified name	NAVRES Incentives Agreement 2-4
	visibility	public
	leaf	false
	abstract	false
	isFinalSpecialization	false
target of relation	Include	Submit Prior Service Information
shown on diagram	All Officers	
hyperlinks	..\Forms\NAVRES Incentives Agreement NAT_agree SEP10.pdf	

NEW ACCESSION TRAINING (NAT) ENLISTMENT BONUS WRITTEN AGREEMENT FOR THE NAVY RESERVE INCENTIVES PROGRAM (Chapter 5, Title 37, U.S. Code, Section 308c)			
AUTHORITY: Chapter 5, Title 37, U.S. Code, Section 308c.		PRIVACY ACT STATEMENT	
PRINCIPLE PURPOSE: To establish eligibility for the Reserve Component Incentive Bonus Program.			
ROUTINE USES: Information will be used as a resource document indicating participation status of each servicemember in the Reserve Components Incentive Benefits Program. Determination of participation status or eligibility will involve computer matching between Department of the Navy and the Defense Finance and Accounting Service (DFAS) using information from this document.			
DISCLOSURE: Voluntary; however, failure to provide the Social Security Number may delay processing of this agreement and may result in the respondents eligibility not being established.			
1. SERVICE MEMBER (Print or Type)			
a. Name (LAST, First, Middle Initial)	b. Social Security Number	c. Rate	d. Bonus Tier Level
2. ACKNOWLEDGEMENT			
<p>1. I hereby acknowledge that this is my initial enlistment in the Armed Forces in the Navy Reserve and in the Selected Reserve (SELRES) and that I must fully meet the eligibility criteria listed in this section below to be considered for bonus entitlement under the Reserve Component Incentives Program:</p> <p>a. I have completed my Initial Active Duty for Training (IADT) (consisting of Basic Training and "A" school) and I have affiliated with a Navy Reserve unit in a SELRES (Inactive Duty Training (IDT) pay) status. I understand that if my "A" school attendance is delayed I will not be eligible for bonus payment until completed.</p> <p>b. I have not previously been paid a bonus for enlistment in a SELRES service component.</p> <p>2. I further acknowledge that final determination of bonus entitlement resides with Commander, Navy Reserve Forces Command.</p>			
3. OBLIGATION			
<p>I shall incur the obligations of this agreement as follows:</p> <p>a. I will participate in an IDT status in the SELRES for a minimum of 6 years (time served on IADT is counted toward completion of this 6 year obligation).</p> <p>b. I shall serve satisfactorily as prescribed by Navy Reserve regulations and this written agreement for the entire period of my enlistment.</p> <p>c. I further obligate to serve in the same Military Department and in the same critical rating for which the bonus is approved, unless excused for the convenience of the Government.</p>			
4. AUTHORIZED NONAVAILABILITY			
<p>If I am unable to continue to serve in SELRES for a valid reason approved by the Commander, Navy Reserve Forces Command, following a period of satisfactory Reserve participation, I may be authorized up to one year of nonavailability. I understand that if approved, I shall be suspended from this incentive and not receive payments during the period of suspension. To regain eligibility for further payments, I must return to a Drilling Reserve status prior to the expiration of the approved nonavailability and extend my commitment for the duration of the approved nonavailability to serve the full qualifying period in the SELRES. Entitlement to subsequent payments shall resume on the adjusted anniversary date of satisfactory, creditable Drilling Reserve service (i.e., the date shall be adjusted for the period of non-availability). Failure to meet reinstatement criteria shall result in termination of the incentive and recruitment, as appropriate. Only one period of release is permitted during the qualifying contractual agreement.</p>			
5. ENTITLEMENTS			
<p>I shall receive my New Accession Training enlistment bonus payable in one initial payment equal to one half of the total bonus amount and five (5) anniversary payments, each equal to 10% of the total bonus amount based on my tier level in block 1d above as follows:</p> <p>a. Tier 1 = \$20,000, Tier 2 = \$15,000, Tier 3 = \$10,000 and Tier 4 = \$5,000</p> <p>b. I understand that my bonus is not payable until completion of my IADT (boot camp and "A" school) and affiliation with the Navy Reserve in an SELRES status.</p> <p>c. I understand that all applicable individual federal, state and local taxes are deducted prior to actual payments being made.</p>			
6. STATEMENT OF UNDERSTANDING			
<p>1. My bonus entitlement shall be terminated per the following if:</p> <p>a. I fail to participate satisfactorily in training with the SELRES per current directives including maintaining medical and dental readiness.</p> <p>b. I voluntarily separate from the SELRES for any reason, including Active Duty for Special Work or Active Duty Training for more than 179 consecutive days.</p> <p>c. I voluntarily change to a non bonus-eligible rating or program without the express direction of Commander, Navy Reserve Forces Command.</p> <p>d. I fail to extend the contracted term of service for a period of authorized nonavailability.</p> <p>2. If I am terminated, the amount to be recouped or reimbursed shall be computed as follows:</p> <p>a. The total number of months I served satisfactorily during the term for which my bonus has been paid shall be multiplied by the monthly rate authorized by the particular bonus. That amount shall be subtracted from the total amount of bonus paid to me to date. If the calculation indicates overpayment to me, I will refund that amount to the Government of the United States. If the calculation indicates that I earned more than I have been paid, I shall receive a final payment in that amount.</p> <p>3. Termination from bonus entitlement and/or any refund made by me shall not affect my period of obligation to serve in the Ready Reserve.</p> <p>4. Recoupment of a bonus payment as calculated under subsection 6.2, above, shall be waived if termination was for any of the following reasons:</p> <p>a. I am accepting an immediate appointment as an officer in the Ready Reserve and have completed more than 1 year of the incentive contract term.</p> <p>b. I am involuntarily separated from the SELRES as a result of unit inactivation, relocation, reorganization or a directed reduction in the SELRES force.</p> <p>c. I am not recommended for retention in the Naval Reserve as determined by a medical review board and my medical condition was not caused by my own willful misconduct.</p> <p>5. I have read and understand each of the statements above and understand that they are intended to constitute all promises or agreements whatsoever concerning my enlistment in the Navy Reserve. No other promises, representations or commitments have been made to me in connection with my New Accession Training enlistment bonus.</p>			
7. SERVICEMEMBER			
a. TYPED OR PRINTED NAME (LAST, First, Middle Initial)	b. Rank	c. Signature	d. Date
8. COMMANDING OFFICER OR DESIGNEE			
a. TYPED OR PRINTED NAME (LAST, First, Middle Initial)	b. Grade	c. Signature	d. Date

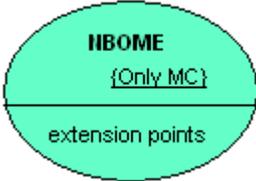
NAVRES Incentive Agreement 1-4, SEP 10

A.65 Use Case - Navy Tattoo Screening Certificate

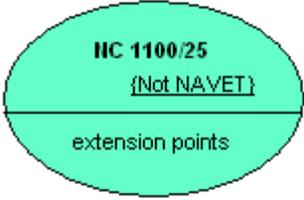
diagram	
owner	Root
properties	qualified name Navy Tattoo Screening Certificate visibility public leaf false abstract false isFinalSpecialization false
ownedMember	Constraint1
target of relation	Include Miscellaneous Documents
shown on diagram	All Officers
hyperlinks	..\Forms\1130 104.pdf
constraints	Constraint1: except NAVET

UNITED STATES NAVY TATTOO SCREENING CERTIFICATE			
NAME (Last, First, Middle, Jr., etc.)		Date:	
		YES	NO
1. Does the applicant/candidate have any tattoos/body art/branding?		<input type="checkbox"/>	<input type="checkbox"/>
2. Is any tattoo/body art/brand exposed on the neck while wearing a properly fitted crew neck T-shirt?		<input type="checkbox"/>	<input type="checkbox"/>
3. Does any tattoo/body art/brand visible while wearing a crew neck T-shirt or Navy Service Uniform exceed the area of the wearer's hand, with fingers extended and joined with the thumb touching the base of the index finger?		<input type="checkbox"/>	<input type="checkbox"/>
4. Has the applicant/candidate ever had any tattoo, body art or brand removed?		<input type="checkbox"/>	<input type="checkbox"/>
Any "Yes" response to item 2, 3, or 4 above requires an enlistment eligibility determination by NAVCRUITDIST CO.			
		YES	NO
5. Are any of the tattoos/body art/brands on the neck, face (excluding cosmetic tattoos) or scalp?		<input type="checkbox"/>	<input type="checkbox"/>
6. Are any of the tattoos/body art/brands visible above the collar of a properly fitted open collar uniform shirt? (Excluding cosmetic tattoos)		<input type="checkbox"/>	<input type="checkbox"/>
7. Are cosmetic tattoos applied in good taste with natural color enhancement and of a conservative nature?		<input type="checkbox"/>	<input type="checkbox"/>
8. Are any of the tattoos/body art/branding representative of gang membership, advocate racial, ethnic, racial discrimination, sexism (including expressions of nudity), drug related, obscene, or are prejudicial to good order, discipline, and morale, or are of a nature to bring discredit upon the Navy?		<input type="checkbox"/>	<input type="checkbox"/>
9. Are any of the tattoos a result of a specific activity? (i.e., specifically an illegal activity or as a result of any violation of law (s))		<input type="checkbox"/>	<input type="checkbox"/>
Any "Yes" response to items 5, 6, 8, or 9 above is disqualifying, not authorized for Enlistment. Any "No" response to Item 7 is disqualifying, not authorized for Enlistment.			
NOTE: All questionable body markings, due to content, size, number, and/or location, shall be forwarded to NAVCRUITCOM for eligibility determination.			
Applicant Signature	Date	RinC/OR Signature	Date
Description of tattoos, brands, and/or body ornamentation:			
Explain tattoo, brand, and/or body ornamentation removal process, if applicable.			
CO/XO/EPO/OPO/EPDS Reviewing Comments:			
CO/XO/EPO/OPO/EPDS Signature	Typed Name:	Date:	
NAVCRUIT 1130/104 (Rev 1-2011)		For Official Use Only - Privacy Sensitive	

A.66 Use Case – NBOME

diagram											
owner	Root										
properties	<table> <tr> <td>qualified name</td> <td>NBOME</td> </tr> <tr> <td>visibility</td> <td>public</td> </tr> <tr> <td>leaf</td> <td>false</td> </tr> <tr> <td>abstract</td> <td>false</td> </tr> <tr> <td>isFinalSpecialization</td> <td>false</td> </tr> </table>	qualified name	NBOME	visibility	public	leaf	false	abstract	false	isFinalSpecialization	false
qualified name	NBOME										
visibility	public										
leaf	false										
abstract	false										
isFinalSpecialization	false										
ownedMember	Constraint1										
target of relation	Include Professional Information										
shown on diagram	All Officers										
constraints	Constraint1: Only MC										

A.67 Use Case - NC 1100/25

diagram	
owner	Root
properties	qualified name NC 1100/25 visibility public leaf false abstract false isFinalSpecialization false
ownedMember	Constraint1
target of relation	Include Submits Basic Application
shown on diagram	All Officers
hyperlinks	../Forms/1100_25_1.pdf
constraints	Constraint1: Not NAVET

EVIDENCE OF CITIZENSHIP

Name of Applicant (Last, First MI)

[Empty text box for Name of Applicant]

I have this date viewed the Certificate of Naturalization presented by the above named applicant which contained the following information:

Name by which Person was Naturalized (Last, First, Middle)

[Empty text box for Name by which Person was Naturalized]

Country of Former Residence

[Empty text box for Country of Former Residence]

Court where Certificate was Issued

[Empty text box for Court where Certificate was Issued]

Certificate Number and Date of Naturalization

[Empty text box for Certificate Number and Date of Naturalization]

In cases of citizenship by derivation, describe how applicant was derived.

DESCRIPTION:

Name (on the certificate)

[Empty text box for Name (on the certificate)]

Certificate of Citizenship Number

[Empty text box for Certificate of Citizenship Number]

Age

[Empty text box for Age]

All documents pertaining to the Naturalization of the above applicant have been returned to him/her. I have this date viewed the Certificate of Naturalization presented by the above applicant.

Typed/Printed Name of Recruiting Personnel

[Empty text box for Typed/Printed Name of Recruiting Personnel]

Signature of Recruiting Personnel

[Empty text box for Signature of Recruiting Personnel]

Date

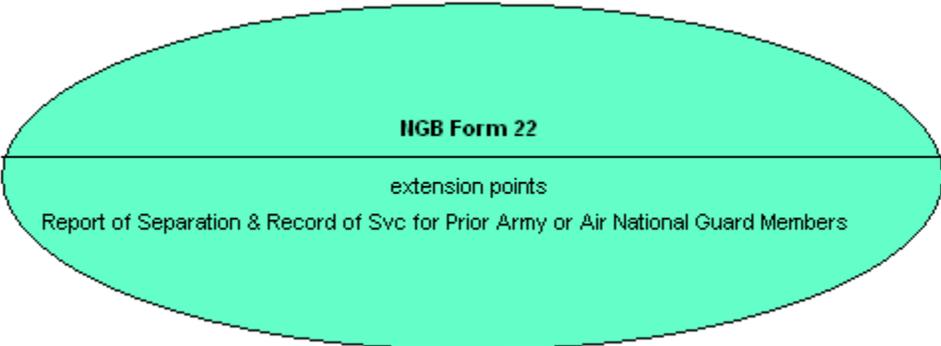
[Empty text box for Date]

Privacy Act Notification: AUTHORITY: Privacy Act of 1974, r USC 552a. PRINCIPAL PURPOSE This information is required in order to confirm your eligibility for enlistment in the U. S. Navy. The information requested constitutes the minimum required to determine your current eligibility. ROUTINE USE: The information provided by you on this document is FOR OFFICIAL USE ONLY and will be maintained and used in strict confidence by Navy Officers and employees of the Navy Recruiting Command to determine eligibility. The information is voluntary; however, failure to answer completely any of the questions or to provide the information requested in this form may result in an inability to enlist you in the U. S. Navy.

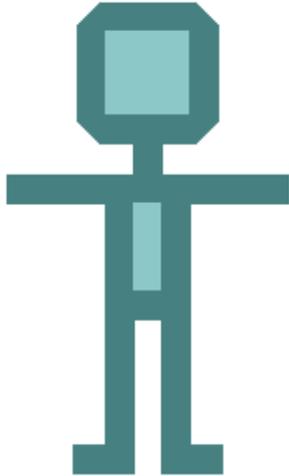
Applicant's initials or signature: _____

For Official Use Only - Privacy Sensitive

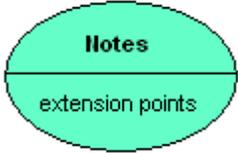
A.68 Use Case - NGB Form 22

<p>diagram</p>	 <p>The diagram shows a large light blue oval representing the NGB Form 22. A horizontal line divides the oval into two sections. The top section contains the text "NGB Form 22". The bottom section contains the text "extension points" followed by "Report of Separation & Record of Svc for Prior Army or Air National Guard Members".</p>
<p>owner</p>	<p>Root</p>
<p>properties</p>	<p>qualified name NGB Form 22 visibility public leaf false abstract false isFinalSpecialization false</p>
<p>ownedMember</p>	<p>Report of Separation & Record of Svc for Prior Army or Air National Guard Members</p>
<p>target of relation</p>	<p>Include Idenification of Citizenship</p>
<p>shown on diagram</p>	<p>All Officers</p>
<p>hyperlinks</p>	<p>http://www.ngbpdc.ngb.army.mil/forms/Adobe%20-%20Unfillable/ngb22.pdf</p>

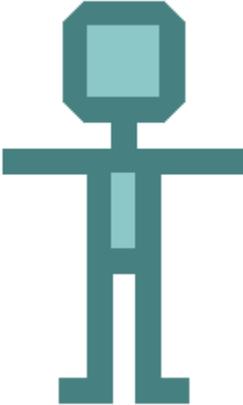
Actor - Non-professional Applicant

<p>diagram</p>	<p>Non-professional applicant</p> 																											
<p>owner</p>	<p>Root</p>																											
<p>properties</p>	<table> <tr> <td>qualified name</td> <td>Non-professional applicant</td> </tr> <tr> <td>visibility</td> <td>public</td> </tr> <tr> <td>leaf</td> <td>false</td> </tr> <tr> <td>abstract</td> <td>false</td> </tr> <tr> <td>isFinalSpecialization</td> <td>false</td> </tr> </table>	qualified name	Non-professional applicant	visibility	public	leaf	false	abstract	false	isFinalSpecialization	false																	
qualified name	Non-professional applicant																											
visibility	public																											
leaf	false																											
abstract	false																											
isFinalSpecialization	false																											
<p>associations to</p>	<table> <tr> <td>from</td> <td>to</td> <td>Association name</td> </tr> <tr> <td></td> <td>Submits Basic Application</td> <td></td> </tr> <tr> <td></td> <td>Submit Personal Information</td> <td></td> </tr> <tr> <td></td> <td>Submit Prior Service Information</td> <td></td> </tr> <tr> <td></td> <td>Miscellaneous Documents</td> <td></td> </tr> <tr> <td></td> <td>Academic Information</td> <td></td> </tr> <tr> <td></td> <td>NAVETS & Recalls</td> <td></td> </tr> <tr> <td></td> <td>Notes</td> <td></td> </tr> <tr> <td></td> <td>Submit Program Documents</td> <td>NUC Program only</td> </tr> </table>	from	to	Association name		Submits Basic Application			Submit Personal Information			Submit Prior Service Information			Miscellaneous Documents			Academic Information			NAVETS & Recalls			Notes			Submit Program Documents	NUC Program only
from	to	Association name																										
	Submits Basic Application																											
	Submit Personal Information																											
	Submit Prior Service Information																											
	Miscellaneous Documents																											
	Academic Information																											
	NAVETS & Recalls																											
	Notes																											
	Submit Program Documents	NUC Program only																										
<p>associations from</p>	<table> <tr> <td>from</td> <td>Association name</td> </tr> <tr> <td>Submits Basic Application</td> <td></td> </tr> <tr> <td>Submit Personal Information</td> <td></td> </tr> <tr> <td>Submit Prior Service Information</td> <td></td> </tr> <tr> <td>Miscellaneous Documents</td> <td></td> </tr> <tr> <td>Academic Information</td> <td></td> </tr> <tr> <td>NAVETS & Recalls</td> <td></td> </tr> <tr> <td>Notes</td> <td></td> </tr> <tr> <td>Submit Program Documents</td> <td>NUC Program only</td> </tr> </table>	from	Association name	Submits Basic Application		Submit Personal Information		Submit Prior Service Information		Miscellaneous Documents		Academic Information		NAVETS & Recalls		Notes		Submit Program Documents	NUC Program only									
from	Association name																											
Submits Basic Application																												
Submit Personal Information																												
Submit Prior Service Information																												
Miscellaneous Documents																												
Academic Information																												
NAVETS & Recalls																												
Notes																												
Submit Program Documents	NUC Program only																											
<p>shown on diagram</p>	<p>All Officers</p>																											

Use Case - Notes

diagram		
owner	Root	
properties	qualified name visibility leaf abstract isFinalSpecialization	Notes public false false false
associations to	from	to Non-professional applicant Professional Applicant NRD Quality Assurance and Processor Association name
associations from	from	Association name Non-professional applicant Professional Applicant NRD Quality Assurance and Processor
source of relation	Include	Merchant Marine PRT Results Submit resume & licenses to CM Submit NP1306 Three Interviews Req'd Interservice Transfer Papers pass to PERS 911 Two Interviews Req'd Complete SF86 as reqd Obtain Conditional Release Certified as a True Copy Transcripts
shown on diagram	All Officers	

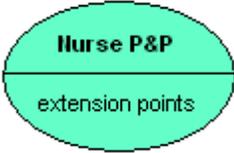
Actor - NRD Quality Assurance and Processor

<p>diagram</p>	<p>NRD Quality Assurance and Processor</p> 																														
<p>owner</p>	<p>Root</p>																														
<p>properties</p>	<table> <tr> <td>qualified name</td> <td>NRD Quality Assurance and Processor</td> </tr> <tr> <td>visibility</td> <td>public</td> </tr> <tr> <td>leaf</td> <td>false</td> </tr> <tr> <td>abstract</td> <td>false</td> </tr> <tr> <td>isFinalSpecialization</td> <td>false</td> </tr> </table>	qualified name	NRD Quality Assurance and Processor	visibility	public	leaf	false	abstract	false	isFinalSpecialization	false																				
qualified name	NRD Quality Assurance and Processor																														
visibility	public																														
leaf	false																														
abstract	false																														
isFinalSpecialization	false																														
<p>associations to</p>	<table> <tr> <td>from</td> <td>to</td> <td>Association name</td> </tr> <tr> <td></td> <td>Submits Basic Application</td> <td></td> </tr> <tr> <td></td> <td>Submit Personal Information</td> <td></td> </tr> <tr> <td></td> <td>Submits Basic Application</td> <td></td> </tr> <tr> <td></td> <td>Submit Program Documents</td> <td></td> </tr> <tr> <td></td> <td>Submit Prior Service Information</td> <td></td> </tr> <tr> <td></td> <td>Miscellaneous Documents</td> <td></td> </tr> <tr> <td></td> <td>Notes</td> <td></td> </tr> <tr> <td></td> <td>Academic Information</td> <td></td> </tr> <tr> <td></td> <td>NAVETS & Recalls</td> <td></td> </tr> </table>	from	to	Association name		Submits Basic Application			Submit Personal Information			Submits Basic Application			Submit Program Documents			Submit Prior Service Information			Miscellaneous Documents			Notes			Academic Information			NAVETS & Recalls	
from	to	Association name																													
	Submits Basic Application																														
	Submit Personal Information																														
	Submits Basic Application																														
	Submit Program Documents																														
	Submit Prior Service Information																														
	Miscellaneous Documents																														
	Notes																														
	Academic Information																														
	NAVETS & Recalls																														
<p>associations from</p>	<table> <tr> <td>from</td> <td>Association name</td> </tr> <tr> <td>Submits Basic Application</td> <td></td> </tr> <tr> <td>Submit Personal Information</td> <td></td> </tr> <tr> <td>Submits Basic Application</td> <td></td> </tr> <tr> <td>Submit Program Documents</td> <td></td> </tr> <tr> <td>Submit Prior Service Information</td> <td></td> </tr> <tr> <td>Miscellaneous Documents</td> <td></td> </tr> <tr> <td>Notes</td> <td></td> </tr> <tr> <td>Academic Information</td> <td></td> </tr> <tr> <td>NAVETS & Recalls</td> <td></td> </tr> </table>	from	Association name	Submits Basic Application		Submit Personal Information		Submits Basic Application		Submit Program Documents		Submit Prior Service Information		Miscellaneous Documents		Notes		Academic Information		NAVETS & Recalls											
from	Association name																														
Submits Basic Application																															
Submit Personal Information																															
Submits Basic Application																															
Submit Program Documents																															
Submit Prior Service Information																															
Miscellaneous Documents																															
Notes																															
Academic Information																															
NAVETS & Recalls																															
<p>shown on diagram</p>	<p>All Officers</p>																														

A.69 Use Case - NUPOC Letter of Intent to Enlist

diagram	
owner	Root
properties	qualified name NUPOC Letter of Intent to Enlist visibility public leaf false abstract false isFinalSpecialization false
ownedMember	Constraint1
target of relation	Include Miscellaneous Documents
shown on diagram	All Officers
hyperlinks	..\Forms\1131.2D.htm
constraints	Constraint1: Only NUC

A.70 Use Case - Nurse P&P

diagram											
owner	Root										
properties	<table> <tr> <td>qualified name</td> <td>Nurse P&P</td> </tr> <tr> <td>visibility</td> <td>public</td> </tr> <tr> <td>leaf</td> <td>false</td> </tr> <tr> <td>abstract</td> <td>false</td> </tr> <tr> <td>isFinalSpecialization</td> <td>false</td> </tr> </table>	qualified name	Nurse P&P	visibility	public	leaf	false	abstract	false	isFinalSpecialization	false
qualified name	Nurse P&P										
visibility	public										
leaf	false										
abstract	false										
isFinalSpecialization	false										
target of relation	Extend Personal and Professional Info Sheet										
shown on diagram	All Officers										

A.71 Use Case - Obtain Conditional Release

diagram	<p>The diagram shows a light blue oval representing a use case. Inside the oval, the text 'Obtain Conditional Release' is centered at the top. Below it, the constraint '{NAVETs & DCOs only}' is written in a smaller font. At the bottom of the oval, the text 'extension points' is written.</p>										
owner	Root										
properties	<table> <tr> <td>qualified name</td> <td>Obtain Conditional Release</td> </tr> <tr> <td>visibility</td> <td>public</td> </tr> <tr> <td>leaf</td> <td>false</td> </tr> <tr> <td>abstract</td> <td>false</td> </tr> <tr> <td>isFinalSpecialization</td> <td>false</td> </tr> </table>	qualified name	Obtain Conditional Release	visibility	public	leaf	false	abstract	false	isFinalSpecialization	false
qualified name	Obtain Conditional Release										
visibility	public										
leaf	false										
abstract	false										
isFinalSpecialization	false										
ownedMember	Constraint1										
target of relation	Include Notes										
shown on diagram	All Officers										
constraints	Constraint1: NAVETs & DCOs only										

A.72 Use Case - OCS & DC Academic Degree Completion Plan

diagram											
owner	Root										
properties	<table> <tr> <td>qualified name</td> <td>OCS & DC Academic Degree Completion Plan</td> </tr> <tr> <td>visibility</td> <td>public</td> </tr> <tr> <td>leaf</td> <td>false</td> </tr> <tr> <td>abstract</td> <td>false</td> </tr> <tr> <td>isFinalSpecialization</td> <td>false</td> </tr> </table>	qualified name	OCS & DC Academic Degree Completion Plan	visibility	public	leaf	false	abstract	false	isFinalSpecialization	false
qualified name	OCS & DC Academic Degree Completion Plan										
visibility	public										
leaf	false										
abstract	false										
isFinalSpecialization	false										
ownedMember	Constraint1										
target of relation	Include Academic Information										
shown on diagram	All Officers										
hyperlinks	../Forms/1131_4_1.pdf										
constraints	Constraint1: Only OCS										

_____ Date

From: _____
(Academic Advisor for Applicant)

To: Commander, Navy Recruiting Command (Code _____)
Commander, Naval Education and Training Command (Code _____)

Via: Commanding Officer, Navy Recruiting District _____

Subj: OFFICER ACADEMIC DEGREE PLAN FOR _____
(APPLICANT NAME ONLY)

Course Previously Eamed/Transferred From Another Institution

Course	Course Number	Hours	Title

Total Quarter/Semester Hours: _____

Quarter/Semester: _____ **Year:** 20 _____

Course	Course Number	Hours	Title

Total Quarter/Semester Hours: _____

A.73 Use Case - OCS CTS Statement of Understanding

diagram											
owner	Root										
properties	<table> <tr> <td>qualified name</td> <td>OCS CTS Statement of Understanding</td> </tr> <tr> <td>visibility</td> <td>public</td> </tr> <tr> <td>leaf</td> <td>false</td> </tr> <tr> <td>abstract</td> <td>false</td> </tr> <tr> <td>isFinalSpecialization</td> <td>false</td> </tr> </table>	qualified name	OCS CTS Statement of Understanding	visibility	public	leaf	false	abstract	false	isFinalSpecialization	false
qualified name	OCS CTS Statement of Understanding										
visibility	public										
leaf	false										
abstract	false										
isFinalSpecialization	false										
ownedMember	Constraint1										
target of relation	Include Miscellaneous Documents										
shown on diagram	All Officers										
hyperlinks	..\Forms\1131_15 (OCS CTS).doc										
constraints	Constraint1: Only NUC & OCS										

Officer Candidate School (OCS) Commitment to Success

Commitment to Excellence

I have viewed the movie "Commitment to Excellence" and understand that Officer Candidate School is a physically and mentally challenging program and I am prepared for the rigors of this training.

Naval Officer Delayed Entry Program Guide to Success

I have received and reviewed the Naval Officer Delayed Entry Program Guide to Success. I will coordinate with my recruiter to establish a timeline for completing the Personnel Qualification Standards to ensure I am prepared for the transition to OCS.

Navy Knowledge Online

I have been informed there are Navy Knowledge Online courses available at <https://wwwa.nko.navy.mil> in Naval History, Military Training Requirements, Service Etiquette, and Physical Readiness Training that will help me become better prepared for OCS, and that I can access these courses after I contact my OCS mentor at <https://www.netc.navy.mil/nstc/otcn> Although course registration is not mandatory, I understand that successful completion of these courses will assist my effort to become a Naval officer.

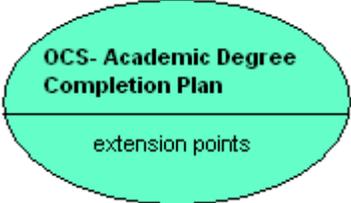
OCS Website

I have accessed the OCS website at <https://www.netc.navy.mil/nstc/otcn> and reviewed its contents.

Typed/Printed Name of Applicant	Typed/Printed Name of Witness
Signature of Applicant	Signature of Witness
Date Signed	Date Signed
Date Signed	Date Signed

For Official Use Only

A.74 Use Case - OCS- Academic Degree Completion Plan

diagram											
owner	Root										
properties	<table border="0"> <tr> <td>qualified name</td> <td>OCS- Academic Degree Completion Plan</td> </tr> <tr> <td>visibility</td> <td>public</td> </tr> <tr> <td>leaf</td> <td>false</td> </tr> <tr> <td>abstract</td> <td>false</td> </tr> <tr> <td>isFinalSpecialization</td> <td>false</td> </tr> </table>	qualified name	OCS- Academic Degree Completion Plan	visibility	public	leaf	false	abstract	false	isFinalSpecialization	false
qualified name	OCS- Academic Degree Completion Plan										
visibility	public										
leaf	false										
abstract	false										
isFinalSpecialization	false										

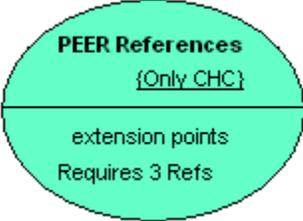
A.75 UseCase Official ASTB scores report from NOMI or APEX command letter printed from APEX.net

diagram											
owner	Root										
properties	<table> <tr> <td>qualified name</td> <td>Official ASTB scores report from NOMI or APEX command letter printed from APEX.net</td> </tr> <tr> <td>visibility</td> <td>public</td> </tr> <tr> <td>leaf</td> <td>false</td> </tr> <tr> <td>abstract</td> <td>false</td> </tr> <tr> <td>isFinalSpecialization</td> <td>false</td> </tr> </table>	qualified name	Official ASTB scores report from NOMI or APEX command letter printed from APEX.net	visibility	public	leaf	false	abstract	false	isFinalSpecialization	false
qualified name	Official ASTB scores report from NOMI or APEX command letter printed from APEX.net										
visibility	public										
leaf	false										
abstract	false										
isFinalSpecialization	false										
ownedMember	Constraint1										
target of relation	Include Miscellaneous Documents										
shown on diagram	All Officers										
hyperlinks	http://www.apex.net										
constraints	Constraint1: Only OCS										

A.76 Use Case - Official SAT and/or ACT Score Report

diagram											
owner	Root										
properties	<table> <tr> <td>qualified name</td> <td>Official SAT and/or ACT score report</td> </tr> <tr> <td>visibility</td> <td>public</td> </tr> <tr> <td>leaf</td> <td>false</td> </tr> <tr> <td>abstract</td> <td>false</td> </tr> <tr> <td>isFinalSpecialization</td> <td>false</td> </tr> </table>	qualified name	Official SAT and/or ACT score report	visibility	public	leaf	false	abstract	false	isFinalSpecialization	false
qualified name	Official SAT and/or ACT score report										
visibility	public										
leaf	false										
abstract	false										
isFinalSpecialization	false										
ownedMember	Constraint1 Constraint2										
target of relation	Include Miscellaneous Documents										
shown on diagram	All Officers										
constraints	Constraint1: Only OCS Constraint2: <only BDCP applicants										

A.77 Use Case - PEER References

diagram	
owner	Root
properties	qualified name PEER References visibility public leaf false abstract false isFinalSpecialization false
ownedMember	Constraint1 Requires 3 Refs
target of relation	Include Submit Personal Information
shown on diagram	All Officers
constraints	Constraint1: Only CHC

A.78 Use Case - Personal and Professional Info Sheet

diagram											
owner	Root										
properties	<table> <tr> <td>qualified name</td> <td>Personal and Professional Info Sheet</td> </tr> <tr> <td>visibility</td> <td>public</td> </tr> <tr> <td>leaf</td> <td>false</td> </tr> <tr> <td>abstract</td> <td>false</td> </tr> <tr> <td>isFinalSpecialization</td> <td>false</td> </tr> </table>	qualified name	Personal and Professional Info Sheet	visibility	public	leaf	false	abstract	false	isFinalSpecialization	false
qualified name	Personal and Professional Info Sheet										
visibility	public										
leaf	false										
abstract	false										
isFinalSpecialization	false										
ownedMember	Constraint1										
source of relation	Extend Nurse P&P MSC P&P MED Dental P&P										
target of relation	Include Submit Program Documents										
shown on diagram	All Officers										
hyperlinks	..\Forms/Personal and Professional Information Sheet.doc										
constraints	Constraint1: Exclude CHC & JAG										

BUMEDINST 6320.66D
 26 Mar 2003

PERSONAL AND PROFESSIONAL INFORMATION SHEET
 NONPRIVILEGED PROVIDER

Complete all items and sections. List all dates as day-month-year. Use "NA" if not applicable. "Yes" answers require full explanation in the comments section or on an attached sheet of paper. Indicate the section number and subsection for those items being commented upon in attachments.

1. General

Last Name, First, MI: _____
 Alias (Last, First, MI): _____
 Grade: _____ Desig: _____ SSN: _____
 Date of Birth: _____ Branch of Service: _____
 Citizenship: _____ Reporting Date: _____ PRO: _____
 Specialty: _____
 Office Telephone Number: () - _____
 Office Address: _____
 Local Address: _____
 Home Telephone Number: () - _____

2. Professional Education and Training (most recent first)

a. Basic Qualifying Credential (e.g., Bachelor of Science, AD, MS, PhD)

Institution	Address	Credential	From	To

b. Special Education. (Include professional course of 2 weeks duration or greater, LMET, or other relevant programs that pertain to practice.)

Institution	Address	Specialty	Type	From	To

3. Specialty Certifications

Certification	Number	Agency	Issue Date	Expires

A.79 Use Case – Photographs

diagram	
owner	Root
properties	qualified name Photographs visibility public leaf false abstract false isFinalSpecialization false
ownedMember	Constraint1 Constraint2 Send 5x7 or 8x10 Photo to PERS 448
target of relation	Include Submit Personal Information
shown on diagram	All Officers
constraints	Constraint1: Full length Photograph Constraint2: Only OCS & DCO

A.80 Use Case - Physical Qualification for Appointment/Commission

diagram											
owner	Root										
properties	<table> <tr> <td>qualified name</td> <td>Physical Qualification for Appointment/Commission</td> </tr> <tr> <td>visibility</td> <td>public</td> </tr> <tr> <td>leaf</td> <td>false</td> </tr> <tr> <td>abstract</td> <td>false</td> </tr> <tr> <td>isFinalSpecialization</td> <td>false</td> </tr> </table>	qualified name	Physical Qualification for Appointment/Commission	visibility	public	leaf	false	abstract	false	isFinalSpecialization	false
qualified name	Physical Qualification for Appointment/Commission										
visibility	public										
leaf	false										
abstract	false										
isFinalSpecialization	false										

A.81 Use Case - Physical Qualification for Appointment/Commission1

diagram											
owner	Root										
properties	<table> <tr> <td>qualified name</td> <td>Physical Qualification for Appointment/Commission1</td> </tr> <tr> <td>visibility</td> <td>public</td> </tr> <tr> <td>leaf</td> <td>false</td> </tr> <tr> <td>abstract</td> <td>false</td> </tr> <tr> <td>isFinalSpecialization</td> <td>false</td> </tr> </table>	qualified name	Physical Qualification for Appointment/Commission1	visibility	public	leaf	false	abstract	false	isFinalSpecialization	false
qualified name	Physical Qualification for Appointment/Commission1										
visibility	public										
leaf	false										
abstract	false										
isFinalSpecialization	false										
ownedMember	Constraint1										
target of relation	Include NAVETS & Recalls										
shown on diagram	All Officers										
constraints	Constraint1: Only Navet										

A.82 Use Case - Point Capture or Separation Orders

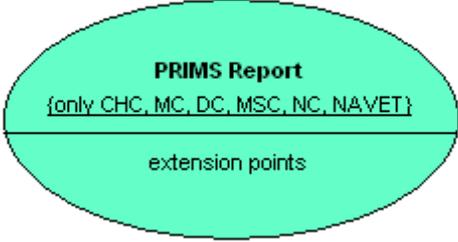
diagram													
owner	Root												
properties	<table> <tr> <td>qualified name</td> <td>Point Capture or separation orders</td> </tr> <tr> <td>visibility</td> <td>public</td> </tr> <tr> <td>leaf</td> <td>false</td> </tr> <tr> <td>abstract</td> <td>false</td> </tr> <tr> <td>isFinalSpecialization</td> <td>false</td> </tr> </table>	qualified name	Point Capture or separation orders	visibility	public	leaf	false	abstract	false	isFinalSpecialization	false		
qualified name	Point Capture or separation orders												
visibility	public												
leaf	false												
abstract	false												
isFinalSpecialization	false												
ownedMember	Constraint1 Constraint2 Constraint3 Constraint4 Constraint5 Constraint6												
target of relation	Include NAVETS & Recalls												
shown on diagram	All Officers												
constraints	<table> <tr> <td>Constraint1:</td> <td>only CHC</td> </tr> <tr> <td>Constraint2:</td> <td>MC</td> </tr> <tr> <td>Constraint3:</td> <td>DC</td> </tr> <tr> <td>Constraint4:</td> <td>MSC</td> </tr> <tr> <td>Constraint5:</td> <td>NC</td> </tr> <tr> <td>Constraint6:</td> <td>NAVET</td> </tr> </table>	Constraint1:	only CHC	Constraint2:	MC	Constraint3:	DC	Constraint4:	MSC	Constraint5:	NC	Constraint6:	NAVET
Constraint1:	only CHC												
Constraint2:	MC												
Constraint3:	DC												
Constraint4:	MSC												
Constraint5:	NC												
Constraint6:	NAVET												

A.83 Use Case - Police Record Checks

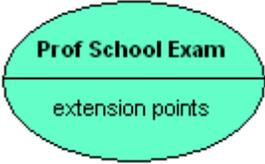
diagram											
owner	Root										
properties	<table> <tr> <td>qualified name</td> <td>Police Record Checks</td> </tr> <tr> <td>visibility</td> <td>public</td> </tr> <tr> <td>leaf</td> <td>false</td> </tr> <tr> <td>abstract</td> <td>false</td> </tr> <tr> <td>isFinalSpecialization</td> <td>false</td> </tr> </table>	qualified name	Police Record Checks	visibility	public	leaf	false	abstract	false	isFinalSpecialization	false
qualified name	Police Record Checks										
visibility	public										
leaf	false										
abstract	false										
isFinalSpecialization	false										
ownedMember	Constraint1										
target of relation	Include Miscellaneous Documents										
shown on diagram	All Officers										
hyperlinks	..\Forms/dd0369.pdf										
constraints	Constraint1: except NAVET										

POLICE RECORD CHECK				1. DATE OF REQUEST (YYYYMMDD)		OMB No. 0704-0007 OMB approval expires Jun 30, 2011	
<p>The public reporting burden for this collection of information is estimated to average 27 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Washington Headquarters Services, Executive Services Directorate, Information Management Division, 1155 Defense Pentagon, Washington, DC 20301-1155 (0704-0007). Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.</p> <p>PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ORGANIZATION. RETURN COMPLETED FORM TO ADDRESS SHOWN AT BOTTOM OF FORM.</p>							
SECTION I - (To be completed by Recruiting Service)							
2. NAME OF APPLICANT (Last, First, Middle Name(s), Alias)			3. SEX		4. PLACE OF BIRTH		
			<input type="checkbox"/> MALE <input type="checkbox"/> FEMALE		a. CITY		b. COUNTY
							c. STATE
5. DATE OF BIRTH (YYYYMMDD)		6.a. RACIAL CATEGORY (X one or more)			b. ETHNIC CATEGORY		7. SOCIAL SECURITY NUMBER
		<input type="checkbox"/> (1) AMERICAN INDIAN/ALASKA NATIVE <input type="checkbox"/> (2) ASIAN <input type="checkbox"/> (3) BLACK OR AFRICAN AMERICAN			<input type="checkbox"/> (1) HISPANIC OR LATINO <input type="checkbox"/> (2) NOT HISPANIC OR LATINO		
		<input type="checkbox"/> (4) WHITE <input type="checkbox"/> (5) NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER					
8. ADDRESS IN ADDRESSEE'S JURISDICTION (See "MAIL TO" block)						8. DATES RESIDED AT THIS ADDRESS	
a. NUMBER AND STREET (Include apartment no.)			b. CITY		c. STATE	d. ZIP CODE	a. FROM (YYYYMMDD)
							b. TO (YYYYMMDD)
10. PERSON MAKING THIS REQUEST							
a. NAME (Last, First, Middle Name(s))			b. RANK	c. SIGNATURE		d. TITLE	
SECTION II - (To be completed by Applicant)							
PRIVACY ACT STATEMENT							
<p>AUTHORITY: Title 10 United States Code, Sections 504, 505, 508, and 12102; E.O. 9397. PRINCIPAL PURPOSE: To determine eligibility of a prospective enlistee in the Armed Forces of the United States. ROUTINE USES: Information collected on this form may be released to law enforcement agencies engaged in the investigation or prosecution of a criminal act or the enforcement or implementation of a statute, rule, regulation or order, to any component of the Department of Justice for the purpose of representing the DoD. DISCLOSURE: Voluntary; however, failure of the applicant to complete Section II may result in refusal of enlistment in the Armed Forces of the United States.</p>							
<p>The data are for OFFICIAL USE ONLY and will be maintained and used in strict confidence in accordance with Federal law and regulations. Making a knowing and willful false statement on this DD Form 369 may be punishable by fine or imprisonment or both. All information provided by you, which possibly may reflect adversely on your past conduct and performance, may have an adverse impact on you in your military career in situations such as consideration for special assignment, security clearances, court martial and administrative proceedings, etc.</p>							
11. I HEREBY CONSENT TO RELEASE FROM YOUR FILES THE INFORMATION REQUESTED BELOW.					SIGNATURE		
SECTION III - (To be completed by Police or Juvenile Agency)							
<p>The person described above, who claims to have resided at the address shown above, has applied for enlistment in the Armed Forces of the United States. Please furnish from your files the information relative to Section III below. A return envelope is provided for your convenience.</p>							
12. HAS THE APPLICANT A POLICE OR JUVENILE RECORD, TO INCLUDE MINOR TRAFFIC VIOLATIONS? (If YES, what was the offense or charge, date, disposition and sentence?)							<input type="checkbox"/> YES <input type="checkbox"/> NO
13. IS APPLICANT NOW UNDERGOING COURT ACTION OF ANY KIND? (If YES, give details.)							<input type="checkbox"/> YES <input type="checkbox"/> NO
<p>THIS IS TO CERTIFY THAT THE ABOVE DATA AS CORRECTED ARE TRUE AND CORRECT ACCORDING TO THE RECORD ON FILE IN THIS OFFICE. THIS INFORMATION IS CONFIDENTIAL AND CANNOT BE USED IN ANY OTHER MANNER EXCEPT FOR OFFICIAL PURPOSES.</p>							
14. DATE (YYYYMMDD)		15. TITLE			16. VERIFIED BY (Signature)		
LAW ENFORCEMENT AGENCY MAIL TO:				RECRUITING AGENCY MAIL FROM:			
<div style="border: 1px solid black; height: 100px; width: 100%;"></div>				<div style="border: 1px solid black; height: 100px; width: 100%;"></div>			

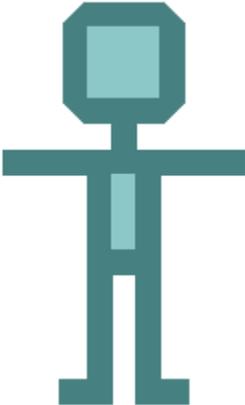
A.84 Use Case - PRIMS Report

diagram	
owner	Root
properties	qualified name PRIMS Report visibility public leaf false abstract false isFinalSpecialization false
ownedMember	Constraint1 Constraint2 Constraint3 Constraint4 Constraint5 Constraint6
target of relation	Include NAVETS & Recalls
shown on diagram	All Officers
constraints	Constraint1: only CHC Constraint2: MC Constraint3: DC Constraint4: MSC Constraint5: NC Constraint6: NAVET

A.85 Use Case - Prof School Exam

diagram	 <p>The diagram shows a light blue oval representing a use case. The top half of the oval contains the text "Prof School Exam" in bold. The bottom half of the oval contains the text "extension points".</p>										
owner	Root										
properties	<table> <tr> <td>qualified name</td> <td>Prof School Exam</td> </tr> <tr> <td>visibility</td> <td>public</td> </tr> <tr> <td>leaf</td> <td>false</td> </tr> <tr> <td>abstract</td> <td>false</td> </tr> <tr> <td>isFinalSpecialization</td> <td>false</td> </tr> </table>	qualified name	Prof School Exam	visibility	public	leaf	false	abstract	false	isFinalSpecialization	false
qualified name	Prof School Exam										
visibility	public										
leaf	false										
abstract	false										
isFinalSpecialization	false										
source of relation	Extend MSC Professional Exam DC Professional Exam MC - Medical Residency Entrance Exam										
target of relation	Include Academic Information										
shown on diagram	All Officers										

Actor - Professional Applicant

diagram	<p>Professional Applicant</p> 		
owner	Root		
properties	qualified name	Professional Applicant	
	visibility	public	
	leaf	false	
	abstract	false	
	isFinalSpecialization	false	
associations to	from	to	Association name
		Submit Program Documents Submits Basic Application Submit Personal Information Submit Prior Service Information Miscellaneous Documents NAVETS & Recalls Academic Information Professional Information Notes	
associations from	from		Association name
	Submit Program Documents Submits Basic Application Submit Personal Information Submit Prior Service Information Miscellaneous Documents NAVETS & Recalls Academic Information Professional Information Notes		
shown on diagram	All Officers		

A.86 Use Case - Professional Community Interviewer's Appraisal Sheet

diagram											
owner	Root										
properties	<table> <tr> <td>qualified name</td> <td>Professional Community Interviewer's Appraisal Sheet</td> </tr> <tr> <td>visibility</td> <td>public</td> </tr> <tr> <td>leaf</td> <td>false</td> </tr> <tr> <td>abstract</td> <td>false</td> </tr> <tr> <td>isFinalSpecialization</td> <td>false</td> </tr> </table>	qualified name	Professional Community Interviewer's Appraisal Sheet	visibility	public	leaf	false	abstract	false	isFinalSpecialization	false
qualified name	Professional Community Interviewer's Appraisal Sheet										
visibility	public										
leaf	false										
abstract	false										
isFinalSpecialization	false										
ownedMember	Constraint1 Constraint2										
target of relation	Include Submit Personal Information										
shown on diagram	All Officers										
hyperlinks	..\Forms\1131_5_1.pdf										
constraints	<table> <tr> <td>Constraint1:</td> <td>Except NUC</td> </tr> <tr> <td>Constraint2:</td> <td>JAG & NAVET</td> </tr> </table>	Constraint1:	Except NUC	Constraint2:	JAG & NAVET						
Constraint1:	Except NUC										
Constraint2:	JAG & NAVET										

INTERVIEWER'S APPRAISAL SHEET					
(See information on reverse before completing)			TYPE OR PRINT LEGIBLY		
NAME:		PROGRAM FOR WHICH APPLYING:		DATE:	
PERSONAL QUALITIES					
DESCRIPTIVE: Observe the applicant and write 6 adjectives or phrases that you believe to be most descriptive of the applicant.					
1.		2.		3.	
4.		5.		6.	
EVALUATIVE: Consider the applicant as a potential Naval Officer and evaluate him/her on the following:					
APPEARANCE AND POISE	*OUTSTANDING	EXCELLENT	GOOD	ADEQUATE	*UNSATISFACTORY
ORAL COMMUNICATION AND EXPRESSION OF IDEAS	*OUTSTANDING	EXCELLENT	GOOD	ADEQUATE	*UNSATISFACTORY
LEADERSHIP POTENTIAL	*OUTSTANDING	EXCELLENT	GOOD	ADEQUATE	*UNSATISFACTORY
YOUR WILLINGNESS TO HAVE INDIVIDUAL SERVE UNDER YOUR COMMAND WHEN COMMISSIONED	PARTICULARLY LIKE TO HAVE	PREFER TO MOST	BE PLEASED TO HAVE	BE SATISFIED WITH	PREFER NOT TO HAVE
	*10 9	8 7 6	5 4 3	2 1	0
COMMENTS: A summary statement evaluating the applicant is required. All extreme ratings marked by an asterisk (*) should be further commented upon.					
MOTIVATION					
PROGRAM MOTIVATION <small>(Indicate the applicant's motivation for the program for which applying)</small>	VERY HIGHLY MOTIVATED FOR PROGRAM	DEFINITELY MOTIVATED FOR PROGRAM	MOTIVATED FOR NAVY - PROGRAM NOT IMPORTANT	MOTIVATED FOR COMMISSION - PROGRAM AND SERVICE NOT IMPORTANT	UNABLE TO DETERMINE
POTENTIAL					
POTENTIAL AS A CAREER NAVAL OFFICER <small>(Complete for Naval Academy, NROTC, and ECP applicants only.)</small>	OUTSTANDING (1)	EXCELLENT (2)	GOOD (3)	AVERAGE (4)	LESS THAN AVERAGE (5)
COMMENTS: Supplement or qualify the motivation rating and potential as a career Naval Officer, as appropriate.					
SIGNATURE OF INTERVIEWER:		TYPE OR PRINT NAME OF INTERVIEWER:		GRADE, DESIGNATOR, (IF ANY), BRANCH OF SERVICE	

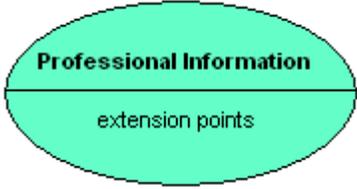
A.87 Use Case - Professional Contract Agreement 21053

diagram											
owner	Root										
properties	<table> <tr> <td>qualified name</td> <td>Professional Contract Agreement 21053</td> </tr> <tr> <td>visibility</td> <td>public</td> </tr> <tr> <td>leaf</td> <td>false</td> </tr> <tr> <td>abstract</td> <td>false</td> </tr> <tr> <td>isFinalSpecialization</td> <td>false</td> </tr> </table>	qualified name	Professional Contract Agreement 21053	visibility	public	leaf	false	abstract	false	isFinalSpecialization	false
qualified name	Professional Contract Agreement 21053										
visibility	public										
leaf	false										
abstract	false										
isFinalSpecialization	false										
ownedMember	Constraint1										
target of relation	Include Professional Information										
shown on diagram	All Officers										
constraints	Constraint1: Only MC										

A.88 Use Case - Professional Engineer License or Engineer in Training Certificate

diagram											
owner	Root										
properties	<table> <tr> <td>qualified name</td> <td>Professional Engineer License or Engineer in Training Certificate</td> </tr> <tr> <td>visibility</td> <td>public</td> </tr> <tr> <td>leaf</td> <td>false</td> </tr> <tr> <td>abstract</td> <td>false</td> </tr> <tr> <td>isFinalSpecialization</td> <td>false</td> </tr> </table>	qualified name	Professional Engineer License or Engineer in Training Certificate	visibility	public	leaf	false	abstract	false	isFinalSpecialization	false
qualified name	Professional Engineer License or Engineer in Training Certificate										
visibility	public										
leaf	false										
abstract	false										
isFinalSpecialization	false										
ownedMember	Constraint1 Constraint2 Constraint3										
target of relation	Include Miscellaneous Documents										
shown on diagram	All Officers										
constraints	<table> <tr> <td>Constraint1:</td> <td>DCO program 1465</td> </tr> <tr> <td>Constraint2:</td> <td>1515</td> </tr> <tr> <td>Constraint3:</td> <td>5105 only</td> </tr> </table>	Constraint1:	DCO program 1465	Constraint2:	1515	Constraint3:	5105 only				
Constraint1:	DCO program 1465										
Constraint2:	1515										
Constraint3:	5105 only										

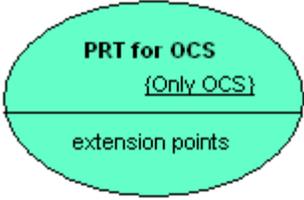
A.89 Use Case - Professional Information

diagram		
owner	Root	
properties	qualified name	Professional Information
	visibility	public
	leaf	false
	abstract	false
	isFinalSpecialization	false
associations to	from	to Association name
		ECFMG
		Professional Applicant
associations from	from	Association name
	ECFMG	
	Professional Applicant	
source of relation	Include	Request for Ecclesiastical Endorsement Professional Contract Agreement 21053 NBOME Proof of Liability Insurance Complex Comp Osteopathic Med Licensing Exam GME Grad Med Education USMLE US Med Licensing Exam USMLE Letter of Intent if any step is incomplete State Medical Board Certificate
shown on diagram	All Officers	

A.90 Use Case - Proof of Liability Insurance

diagram											
owner	Root										
properties	<table> <tr> <td>qualified name</td> <td>Proof of Liability Insurance</td> </tr> <tr> <td>visibility</td> <td>public</td> </tr> <tr> <td>leaf</td> <td>false</td> </tr> <tr> <td>abstract</td> <td>false</td> </tr> <tr> <td>isFinalSpecialization</td> <td>false</td> </tr> </table>	qualified name	Proof of Liability Insurance	visibility	public	leaf	false	abstract	false	isFinalSpecialization	false
qualified name	Proof of Liability Insurance										
visibility	public										
leaf	false										
abstract	false										
isFinalSpecialization	false										
ownedMember	Constraint1										
target of relation	Include Professional Information										
shown on diagram	All Officers										
constraints	Constraint1: Only MC										

A.91 Use Case - PRT for OCS

diagram											
owner	Root										
properties	<table> <tr><td>qualified name</td><td>PRT for OCS</td></tr> <tr><td>visibility</td><td>public</td></tr> <tr><td>leaf</td><td>false</td></tr> <tr><td>abstract</td><td>false</td></tr> <tr><td>isFinalSpecialization</td><td>false</td></tr> </table>	qualified name	PRT for OCS	visibility	public	leaf	false	abstract	false	isFinalSpecialization	false
qualified name	PRT for OCS										
visibility	public										
leaf	false										
abstract	false										
isFinalSpecialization	false										
ownedMember	Constraint1										
target of relation	Include Miscellaneous Documents										
shown on diagram	All Officers										
hyperlinks	..\Forms/1131_28.xls ..\Forms/1131_29.xls										
constraints	Constraint1: Only OCS										

A.92 Use Case - Ready Reserve Transfer Request Service Agreement

diagram	<p>The diagram shows a use case represented by an oval. The top half of the oval contains the text "Ready Reserve Transfer Request Service Agreement" in bold, with a constraint "{Only Navet}" below it. A horizontal line separates this from the bottom half of the oval, which contains the text "extension points".</p>
owner	Root
properties	qualified name Ready Reserve Transfer Request Service Agreement visibility public leaf false abstract false isFinalSpecialization false
ownedMember	Constraint1
target of relation	Include NAVETS & Recalls
shown on diagram	All Officers
constraints	Constraint1: Only Navet

A.93 Use Case - Ready Reserve Transfer Request Service Agreement

diagram											
owner	Root										
properties	<table border="0"> <tr> <td>qualified name</td> <td>Ready Reserve Transfer Request Service Agreement</td> </tr> <tr> <td>visibility</td> <td>public</td> </tr> <tr> <td>leaf</td> <td>false</td> </tr> <tr> <td>abstract</td> <td>false</td> </tr> <tr> <td>isFinalSpecialization</td> <td>false</td> </tr> </table>	qualified name	Ready Reserve Transfer Request Service Agreement	visibility	public	leaf	false	abstract	false	isFinalSpecialization	false
qualified name	Ready Reserve Transfer Request Service Agreement										
visibility	public										
leaf	false										
abstract	false										
isFinalSpecialization	false										
target of relation	Include Submit Prior Service Information										
shown on diagram	All Officers										
hyperlinks	..\Forms/NAVPERS12001.pdf										

A.94 Use Case - Request for Ecclesiastical Endorsement

diagram											
owner	Root										
properties	<table> <tr> <td>qualified name</td> <td>Request for Ecclesiastical Endorsement</td> </tr> <tr> <td>visibility</td> <td>public</td> </tr> <tr> <td>leaf</td> <td>false</td> </tr> <tr> <td>abstract</td> <td>false</td> </tr> <tr> <td>isFinalSpecialization</td> <td>false</td> </tr> </table>	qualified name	Request for Ecclesiastical Endorsement	visibility	public	leaf	false	abstract	false	isFinalSpecialization	false
qualified name	Request for Ecclesiastical Endorsement										
visibility	public										
leaf	false										
abstract	false										
isFinalSpecialization	false										
ownedMember	Constraint1										
target of relation	Include Professional Information										
shown on diagram	All Officers										
constraints	Constraint1: Only CHC										

A.95 Use Case - Resume/Curriculum Vitae

diagram	<p>The diagram shows a use case represented by an oval. The top half of the oval contains the text "Resume/Curriculum Vitae" followed by the constraint "{Except NUC, JAG, & OCS}" in a smaller font. A horizontal line separates this from the bottom half, which contains the text "extension points" followed by "NAVET Signed/Reqd Merch Marines".</p>										
owner	Root										
properties	<table> <tr> <td>qualified name</td> <td>Resume/Curriculum Vitae</td> </tr> <tr> <td>visibility</td> <td>public</td> </tr> <tr> <td>leaf</td> <td>false</td> </tr> <tr> <td>abstract</td> <td>false</td> </tr> <tr> <td>isFinalSpecialization</td> <td>false</td> </tr> </table>	qualified name	Resume/Curriculum Vitae	visibility	public	leaf	false	abstract	false	isFinalSpecialization	false
qualified name	Resume/Curriculum Vitae										
visibility	public										
leaf	false										
abstract	false										
isFinalSpecialization	false										
ownedMember	Constraint1 Constraint2 Constraint3 NAVET Signed/Reqd Merch Marines										
target of relation	Include Submit Personal Information										
shown on diagram	All Officers										
constraints	<table> <tr> <td>Constraint1:</td> <td>Except NUC</td> </tr> <tr> <td>Constraint2:</td> <td>JAG</td> </tr> <tr> <td>Constraint3:</td> <td>& OCS</td> </tr> </table>	Constraint1:	Except NUC	Constraint2:	JAG	Constraint3:	& OCS				
Constraint1:	Except NUC										
Constraint2:	JAG										
Constraint3:	& OCS										

A.96 Use Case - SAT/ACT Scores

diagram											
owner	Root										
properties	<table border="0"> <tr> <td>qualified name</td> <td>SAT/ACT Scores</td> </tr> <tr> <td>visibility</td> <td>public</td> </tr> <tr> <td>leaf</td> <td>false</td> </tr> <tr> <td>abstract</td> <td>false</td> </tr> <tr> <td>isFinalSpecialization</td> <td>false</td> </tr> </table>	qualified name	SAT/ACT Scores	visibility	public	leaf	false	abstract	false	isFinalSpecialization	false
qualified name	SAT/ACT Scores										
visibility	public										
leaf	false										
abstract	false										
isFinalSpecialization	false										
ownedMember	Only NUC										
target of relation	Include Submit Program Documents										
shown on diagram	All Officers										

A.97 Use Case - Scroll Pre-Screening Form

diagram	<p>The diagram shows a use case represented by an oval. The top half of the oval contains the text "Scroll Pre-Screening Form" followed by a constraint "{Exclude JAG}" in curly braces. The bottom half of the oval contains the text "extension points".</p>										
owner	Root										
properties	<table> <tr> <td>qualified name</td> <td>Scroll Pre-Screening Form</td> </tr> <tr> <td>visibility</td> <td>public</td> </tr> <tr> <td>leaf</td> <td>false</td> </tr> <tr> <td>abstract</td> <td>false</td> </tr> <tr> <td>isFinalSpecialization</td> <td>false</td> </tr> </table>	qualified name	Scroll Pre-Screening Form	visibility	public	leaf	false	abstract	false	isFinalSpecialization	false
qualified name	Scroll Pre-Screening Form										
visibility	public										
leaf	false										
abstract	false										
isFinalSpecialization	false										
ownedMember	Constraint1										
target of relation	Include Submit Program Documents										
shown on diagram	All Officers										
hyperlinks	../Forms/1131 67.pdf										
constraints	Constraint1: Exclude JAG										

PRESCREENING FOR OFFICER DEVELOPMENT SCHOOL (ODS) APPLICANTS

The following information is required in order to place potential applicant on the Secretary of Defense scroll list for approval prior to submitting an application to COMNAVCRUITCOM. The information below should be typed and verified correct prior to submission to COMNAVCRUITCOM to prevent any scroll discrepancies.

PRIVACY ACT STATEMENT

AUTHORITY: 5 U.S.C. 301, Departmental Regulations, 10 U.S.C. Sections governing authority to appoint officers; 10 U.S.C. 591, 600, 716, 2107, 2122, 5579, 5600; Merchant Marine Act of 1939 (as amended); and E.O.s 9397, 10450, and 11652.

PRINCIPAL PURPOSES: To manage and contribute to the recruitment of qualified men and women for officer programs and the regular and reserve components of the Navy. To ensure quality military recruitment and to maintain records pertaining to the applicant's personal profile for purposes of evaluation for fitness for commissioned service.

ROUTINE USE(S): In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, these records or information contained therein may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3) as follows:

To the Department of Transportation in the performance of their official duties relating to the recruitment of Merchant Marine personnel, to the Veterans Administration and Selective Service Administration in the performance of their official duties related to enlistment and reenlistment eligibility and related benefits, and to other departments and agencies of the Executive Branch of government in the performance of their official duties related to the management of quality military recruitment as published in the Federal Register.

DISCLOSURE: Disclosure is voluntary, however, failure to provide any of the requested information may result in an inability to place you on the scroll list.

a. Legal Name (Last, First and Middle Initial) Suffix (i.e. JR, III, etc.)

b. Social Security Number

c. *Pay Grade on entry into U. S. Navy

d. Type of Duty (Active or Reserve) [Note: student programs are Reserve]

Active

Reserve

e. Program to which applying

f. Designator

A.98 Use Case - SF 86

diagram	
owner	Root
properties	qualified name SF 86 visibility public leaf false abstract false isFinalSpecialization false
target of relation	Include Submits Basic Application
shown on diagram	All Officers
hyperlinks	..\Forms/sf86.pdf

Questionnaire for National Security Positions

Follow instructions fully or we cannot process your form. If you have any questions, contact the office that gave you the form.

Purpose of this Form

The United States (U.S.) Government conducts background investigations and reinvestigations of persons under consideration for or retention in national security positions as defined in 5 CFR 732 and for positions requiring access to classified information under Executive Order 12958.

Giving us this information is voluntary. If you do not provide each item of requested information, however, we will not be able to complete your investigation, which will adversely affect your eligibility for a national security position. Any information that you provide is evaluated on the basis of its recency, seriousness, relevance to the position and duties, and consistency with all other information about you.

Withholding, misrepresenting, or falsifying information will have an impact on a security clearance, employment prospects, or job status, up to and including denial or revocation of your security clearance, or your removal and debarment from Federal Service.

This form is a permanent document that may be used as the basis for future investigations, security clearance determinations, and determinations of your suitability for employment. Your responses to this form may be compared with previous security questionnaires. It is imperative that the information provided be true and accurate to the best of your knowledge.

Authority to Request this Information

Depending upon the purpose of your investigation, the U.S. Government is authorized to ask for this information under Executive Orders 10450, 10865, 12333, and 12968; sections 3301, 3302, and 9101 of title 5, U.S. Code (U.S.C.); sections 2165 and 2201 of title 42, U.S.C.; chapter 23 of title 50, U.S.C.; and parts 2, 5, 731, 732, and 736 of title 5, Code of Federal Regulations.

Your Social Security Number (SSN) is needed to identify your unique records. Although disclosure of your SSN is not mandatory, failure to disclose your SSN may prevent or delay the processing of your background investigation. The authority for soliciting and verifying your SSN is Executive Order 9397.

The Investigative Process

Background investigations for national security positions are conducted to gather information to show whether you are reliable, trustworthy, of good conduct and character, and loyal to the U.S. The information that you provide on this form may be confirmed during the investigation. The investigation may extend beyond the time covered by this form when necessary to resolve issues. Your current employer may be contacted as part of the investigation, even if you have previously indicated on applications or other forms that you do not want your current employer to be contacted.

In addition to the questions on this form, inquiry also is made about your adherence to security requirements, honesty and integrity, vulnerability to exploitation or coercion, falsification, misrepresentation, and any other behavior, activities, or associations that tend to show the person is not reliable, trustworthy, or loyal. Checks of Federal agency records may be made about your spouse or other cohabitant.

Your Personal Interview

Some investigations will include an interview with you as a routine part of the investigative process. The investigator may ask you to explain your answers to any question on this form. This provides you the opportunity to update, clarify, and explain information on your form more completely, which often helps to complete your investigation faster. It is important that the interview be conducted as soon as possible after you are contacted. Postponements will delay the processing of your investigation, and declining to be interviewed may result in your investigation being delayed or canceled.

For the interview, you will be asked to bring identification with your picture on it, such as a valid state driver's license. There are other documents you may be asked to bring to verify your identity as well. These may include documentation of any legal name change, Social Security card, passport, and/or your birth certificate.

You may also be asked to bring documents about information you provided on the form or about other matters requiring specific attention. These matters include (a) alien registration or naturalization documentation; (b) delinquent loans or taxes, bankruptcies, judgments, liens, or other financial obligations; (c) agreements involving child custody or support, alimony, or property settlements; (d) arrests, convictions, probation, and/or parole; or (e) other matters described in court records.

Special Instructions for Completing this Form

Questions on this form related to residence, employment, and education will require 7 years of information except that Single-Scope Background Investigations (SSBI) will require 10 years of information.

Provide 7 years of information unless you have been instructed to provide 10 years to satisfy SSBI requirements. If you are unsure as to the amount of information to provide, contact the office that gave you this form.

The instructions for these questions specify a 10-year time frame when an SSBI is required. If you have any questions about this investigative request or whether the 7-year time frame or the 10-year time frame applies to your responses to these questions, contact the office that gave you this form.

Instructions for Completing this Form

1. Follow the instructions given to you by the office that gave you this form and any other clarifying instructions furnished by that office to assist you in completion of this form. You must sign and date, in ink, the original and each copy you submit. You should retain a copy of the completed form for your records.

2. Type or legibly print your answers in ink (if the form is not legible, it will not be accepted). You may also be asked to submit your form using the approved electronic format.

3. All questions on this form must be answered. If no response is necessary or applicable, indicate this on the form with "N/A" unless otherwise noted.

4. Any changes that you make to this form after you sign it must be initialed and dated by you. Under certain limited circumstances, agencies may modify your response(s) with your consent.

5. You must use the location codes (abbreviations) listed on the back of this page when you fill out this form. Do not abbreviate the names of cities or foreign countries.

6. Whenever "City (Country)" is shown in an address block, also provide in that block the name of the country when the address is outside the U.S.

7. The 5-digit postal Zip Codes are needed to speed the processing of your investigation. Refer to an automated system approved by the U.S. Postal Service to assist you with Zip Codes.

8. For telephone numbers in the U.S., be sure to include the area code.

9. All dates provided in this form must be in Month/Day/Year or Month/Year format. Use numbers (01-12) to indicate months. For example, July 29, 1968, should be written as 07/29/1968. If you find that you cannot report an exact date, approximate or estimate the date to the best of your ability and indicate this by writing "APPROX." or "EST."

10. If you need additional space for explanation or to list your residences, employment/self-employment/unemployment, or education, you should use a continuation sheet, SF 86A. If additional space is needed to answer other items, use the Continuation Space on page 17 or a blank sheet(s) of paper. Each blank sheet of paper you use must contain your name and SSN at the top of the page.

Final Determination on Your Eligibility

Final determination on your eligibility for a national security position is the responsibility of the Federal agency that requested your investigation. You will be provided the opportunity personally to explain, refute, or clarify any information before a final decision is made.

A.99 Use Case - Special Pay for Affiliation of Commissioned Officers

diagram	<p>The diagram shows a light blue oval representing a use case. Inside the oval, the text reads: "Special Pay for Affiliation of Commissioned Officers" followed by a constraint "{Only NAVET}" in curly braces. Below a horizontal line, the text "extension points" is written.</p>										
owner	Root										
properties	<table> <tr> <td>qualified name</td> <td>Special Pay for Affiliation of Commissioned Officers</td> </tr> <tr> <td>visibility</td> <td>public</td> </tr> <tr> <td>leaf</td> <td>false</td> </tr> <tr> <td>abstract</td> <td>false</td> </tr> <tr> <td>isFinalSpecialization</td> <td>false</td> </tr> </table>	qualified name	Special Pay for Affiliation of Commissioned Officers	visibility	public	leaf	false	abstract	false	isFinalSpecialization	false
qualified name	Special Pay for Affiliation of Commissioned Officers										
visibility	public										
leaf	false										
abstract	false										
isFinalSpecialization	false										
ownedMember	Constraint1										
target of relation	Include Submit Prior Service Information										
shown on diagram	All Officers										
constraints	Constraint1: Only NAVET										

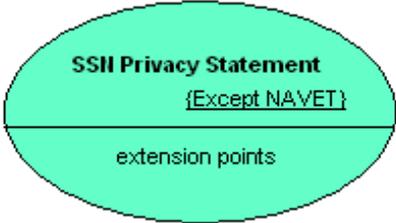
A.100 Use Case - Special Warfare Group Endorsement

diagram											
owner	Root										
properties	<table> <tr> <td>qualified name</td> <td>Special Warfare Group Endorsement</td> </tr> <tr> <td>visibility</td> <td>public</td> </tr> <tr> <td>leaf</td> <td>false</td> </tr> <tr> <td>abstract</td> <td>false</td> </tr> <tr> <td>isFinalSpecialization</td> <td>false</td> </tr> </table>	qualified name	Special Warfare Group Endorsement	visibility	public	leaf	false	abstract	false	isFinalSpecialization	false
qualified name	Special Warfare Group Endorsement										
visibility	public										
leaf	false										
abstract	false										
isFinalSpecialization	false										
ownedMember	Constraint1										
target of relation	Include Miscellaneous Documents										
shown on diagram	All Officers										
constraints	Constraint1: Only DCO (1135 program)										

A.101 Use Case – SSN

diagram											
owner	Root										
properties	<table border="0"> <tr> <td>qualified name</td> <td>SSN</td> </tr> <tr> <td>visibility</td> <td>public</td> </tr> <tr> <td>leaf</td> <td>false</td> </tr> <tr> <td>abstract</td> <td>false</td> </tr> <tr> <td>isFinalSpecialization</td> <td>false</td> </tr> </table>	qualified name	SSN	visibility	public	leaf	false	abstract	false	isFinalSpecialization	false
qualified name	SSN										
visibility	public										
leaf	false										
abstract	false										
isFinalSpecialization	false										
ownedMember	SSN Card from SSA										
target of relation	Include Idenification of Citizenship										
shown on diagram	All Officers										
hyperlinks	http://www.ssa.gov/pubs/10002.html										

A.102 Use Case - SSN Privacy Statement

diagram	
owner	Root
properties	qualified name SSN Privacy Statement visibility public leaf false abstract false isFinalSpecialization false
ownedMember	Constraint1
target of relation	Include Miscellaneous Documents
shown on diagram	All Officers
hyperlinks	..\Forms\5211_1.doc
constraints	Constraint1: Except NAVET

DISCLOSURE OF SOCIAL SECURITY NUMBER

Privacy Act Statement

1. Disclosure of your social security number is necessary in determining your eligibility for enlistment in the Armed Forces of the United States. This number is required on all application forms, where indicated.

2. The authority for requesting your social security number is contained in Section 301, Title 5, United States Code/Bureau of Naval Personnel Manual, Article 1000-060, which established departmental regulations for personnel administration.

3. Your social security number will be used as a unique identifier for all documents which are part of your application file. The number will be used for purposes of record checks with local, state and federal law enforcement agencies, for investigatory purposes in determining eligibility for security clearance, and for verification of status with the Selective Service Commission. If your application is accepted and you are enlisted or appointed in the United States Navy or Naval Reserve, your social security number will become your service number for all record purposes.

4. Your social security number is FOR OFFICIAL USE ONLY and will be used in strict confidence in accordance with Federal law and regulations.

I have read and understand the foregoing statement.

Typed Name of Applicant	Signature of Applicant	Date Signed
Typed Name of Witness	Signature of Witness	Date Signed

FOR OFFICIAL USE ONLY

A.103 Use Case - State Medical Board Certificate

diagram											
owner	Root										
properties	<table> <tr> <td>qualified name</td> <td>State Medical Board Certificate</td> </tr> <tr> <td>visibility</td> <td>public</td> </tr> <tr> <td>leaf</td> <td>false</td> </tr> <tr> <td>abstract</td> <td>false</td> </tr> <tr> <td>isFinalSpecialization</td> <td>false</td> </tr> </table>	qualified name	State Medical Board Certificate	visibility	public	leaf	false	abstract	false	isFinalSpecialization	false
qualified name	State Medical Board Certificate										
visibility	public										
leaf	false										
abstract	false										
isFinalSpecialization	false										
ownedMember	Constraint1										
target of relation	Include Professional Information										
shown on diagram	All Officers										
constraints	Constraint1: Only MC										

A.104 Use Case - Statement of Service for Prior Commissioned Officers

diagram													
owner	Root												
properties	<table> <tr> <td>qualified name</td> <td>Statement of Service for prior commissioned officers</td> </tr> <tr> <td>visibility</td> <td>public</td> </tr> <tr> <td>leaf</td> <td>false</td> </tr> <tr> <td>abstract</td> <td>false</td> </tr> <tr> <td>isFinalSpecialization</td> <td>false</td> </tr> </table>	qualified name	Statement of Service for prior commissioned officers	visibility	public	leaf	false	abstract	false	isFinalSpecialization	false		
qualified name	Statement of Service for prior commissioned officers												
visibility	public												
leaf	false												
abstract	false												
isFinalSpecialization	false												
ownedMember	Constraint1 Constraint2 Constraint3 Constraint4 Constraint5 Constraint6												
target of relation	Include Submit Prior Service Information												
shown on diagram	All Officers												
constraints	<table> <tr> <td>Constraint1:</td> <td>Only for CHC</td> </tr> <tr> <td>Constraint2:</td> <td>MC</td> </tr> <tr> <td>Constraint3:</td> <td>DC</td> </tr> <tr> <td>Constraint4:</td> <td>MSC</td> </tr> <tr> <td>Constraint5:</td> <td>NC</td> </tr> <tr> <td>Constraint6:</td> <td>& NAVETS</td> </tr> </table>	Constraint1:	Only for CHC	Constraint2:	MC	Constraint3:	DC	Constraint4:	MSC	Constraint5:	NC	Constraint6:	& NAVETS
Constraint1:	Only for CHC												
Constraint2:	MC												
Constraint3:	DC												
Constraint4:	MSC												
Constraint5:	NC												
Constraint6:	& NAVETS												

A.105 Use Case - Statement of understanding for Security Investigation

diagram											
owner	Root										
properties	<table> <tr> <td>qualified name</td> <td>Statement of understanding for Security Investigation</td> </tr> <tr> <td>visibility</td> <td>public</td> </tr> <tr> <td>leaf</td> <td>false</td> </tr> <tr> <td>abstract</td> <td>false</td> </tr> <tr> <td>isFinalSpecialization</td> <td>false</td> </tr> </table>	qualified name	Statement of understanding for Security Investigation	visibility	public	leaf	false	abstract	false	isFinalSpecialization	false
qualified name	Statement of understanding for Security Investigation										
visibility	public										
leaf	false										
abstract	false										
isFinalSpecialization	false										
target of relation	Include Miscellaneous Documents										
shown on diagram	All Officers										
hyperlinks	..\Forms\NAVPERS1070_613SECINVESTIGATION.pdf										

ADMINISTRATIVE REMARKS
NAVPERS 1070/613 (REV. 10-81)
S/N 0106-LF-010-6691

SHIP OR STATION

STATEMENT OF UNDERSTANDING FOR SECURITY INVESTIGATION

_____ : (YYMMDD) If selected, I understand that my appointment as a commissioned officer in the United States Navy/Navy Reserve is being accomplished prior to completion of a required security investigation and issuance of a Top Secret/Secret security clearance.

I further understand that if as a result of the post-commissioning investigative processes, I am determined to be unacceptable for appointment as a commissioned officer, I will be subject to discharge from the United States Navy/Navy Reserve.

Applicant Name (Typed)

Applicant Signature

Witness (Commissioned Officer)

NAME (Last, First, Middle)

SSN (Last Four Digits Only)

BRANCH AND CLASS

(Rev 4-07)

A.106 Use Case - Submit Centralized Credentialing & Privileging

diagram											
owner	Root										
properties	<table> <tr> <td>qualified name</td> <td>Submit Centralized Credentialing & Privileging</td> </tr> <tr> <td>visibility</td> <td>public</td> </tr> <tr> <td>leaf</td> <td>false</td> </tr> <tr> <td>abstract</td> <td>false</td> </tr> <tr> <td>isFinalSpecialization</td> <td>false</td> </tr> </table>	qualified name	Submit Centralized Credentialing & Privileging	visibility	public	leaf	false	abstract	false	isFinalSpecialization	false
qualified name	Submit Centralized Credentialing & Privileging										
visibility	public										
leaf	false										
abstract	false										
isFinalSpecialization	false										
associations to	<table> <tr> <td>from</td> <td>to</td> <td>Association name</td> </tr> <tr> <td></td> <td>Submit Program Documents</td> <td></td> </tr> </table>	from	to	Association name		Submit Program Documents					
from	to	Association name									
	Submit Program Documents										
associations from	<table> <tr> <td>from</td> <td>Association name</td> </tr> <tr> <td>Submit Program Documents</td> <td></td> </tr> </table>	from	Association name	Submit Program Documents							
from	Association name										
Submit Program Documents											
target of relation	Include Submit Program Documents										
shown on diagram	All Officers										
hyperlinks	http://www.waynesdyno.net/files/VERIFICATION_OF_HEALTH_CARE_PROVIDER_S_CREDENTIALS_CHECKLIST.pdf ..\Forms\VERIFICATION_OF_HEALTH_CARE_PROVIDER_S_CREDENTIALS_CHECKLIST.pdf										

VERIFICATION OF HEALTH CARE PROVIDER'S CREDENTIALING CHECKLIST

In addition to completing the attached Personal & Professional Information Application, provide copies of the following associated documents.

- Curriculum Vitae (signed & dated)
 - Full Name
 - Social Security
 - Date of birth
- Qualifying Degree
- ECFMG (where applicable)
 - Test date
 - Certificate number
- ACGME Certification if available (where applicable)
- Academic/Professional International Evaluation (for foreign graduates only)
- Professional Licenses, Board Certification, and resuscitation cards (i.e., BLS, ACLS, etc) must be provided including your signature if signature is applicable to the card.
 - All active U.S. Licenses
 - All expired/inactive U.S. Licenses within the past 10 years please explain why.
- All Post-Graduate Training (e.g. Residencies, Fellowships, Masters Degree, etc.) provide complete address.
- Prior military records if job experience was part of military service
- Professional Peer Inquiry (form included in attachment) – Ensure all addresses and phone numbers are complete and accurate. PEER is a person who has equivalent education and training, and has worked with you in same specialty.
- Drug Enforcement Agency Certificates (DEA) and/or Controlled Dangerous Substance Certificates (CDS) (as applicable)
- National Provider Identifier (NPI)

Navy Recruiting District (NRD) will:

- Scan the completed application and associated documents as a PDF file and name it "CCPD Appl-last name, first initial, and last 4 of SSN" (i.e. CCPD Appl-JacksonS-1212).
- Ensure all documents are readable once scanned and uploaded it OTOOLS.
- Task to PM340CPD (CCPD JAX user ID) and respective Program Manager in OTOOLS.
- Send an email notification to CCPD JAX at NMSC-recruiting@med.navy.mil to inform them that they have a task in OTOOLS.

CCPD JAX will:

- Conduct verification of credentials.
- Creates a Credentials Portfolio along with a completed letter.
- Name the file as "CCPD JAX Final- last name, first initial, and last 4 of SSN" (i.e. CCPD Final-JacksonS-1212).
- Upload it into OTOOLS.
- Task NRD and respective Program Manager in OTOOLS when it's completed.

A.107 Use Case - Submit NP1306

diagram		
owner	Root	
properties	qualified name	Submit NP1306
	visibility	public
	leaf	false
	abstract	false
	isFinalSpecialization	false
ownedMember	Constraint1 Need billet, eQIP cert, N3M Physical	
target of relation	Include	Notes
shown on diagram	All Officers	
constraints	Constraint1: NAVET only	

A.108 Use Case - Submit Personal Information

diagram		
owner	Root	
properties	qualified name	Submit Personal Information
	visibility	public
	leaf	false
	abstract	false
	isFinalSpecialization	false
associations to	from	to Association name NRD Quality Assurance and Processor Non-professional applicant Professional Applicant
associations from	from	Association name NRD Quality Assurance and Processor Non-professional applicant Professional Applicant
source of relation	Include	Resume/Curriculum Vitae Employment References Character References Professional Community Interviewer's Appraisal Sheet Photographs Evidence of Speciality Training Critical Skills Accession Bonus Licensure Verification for Med Program Applicants Instructor Reference Training Program & Director Reference DEA Certifications Duty Preference Application LTR for Accession Bonus Program Application for HPLRP PEER References Verification NLN/CCNE Nursing Ed.
shown on diagram	All Officers	

A.109 Use Case - Submit Prior Service Information

diagram		
owner	Root	
properties	qualified name	Submit Prior Service Information
	visibility	public
	leaf	false
	abstract	false
	isFinalSpecialization	false
associations to	from	to Association name
		Non-professional applicant Professional Applicant Contingent Resignation Ltr Enl Personnel Action Request NRD Quality Assurance and Processor
associations from	from	Association name
		Non-professional applicant Professional Applicant Contingent Resignation Ltr Enl Personnel Action Request NRD Quality Assurance and Processor
source of relation	Include	DD 214 Submit Prior Service Record Statement of Service for prior commissioned officers Conditional Release CO Recommendation's for SELRES NAVRES Incentives Agreement 2-4 Ready Reserve Transfer Request Service Agreement Special Pay for Affiliation of Commissioned Officers Ltr of Inter-Service Transfer
shown on diagram	All Officers	

A.110 Use Case - Submit Prior Service Record

diagram											
owner	Root										
properties	<table> <tr> <td>qualified name</td> <td>Submit Prior Service Record</td> </tr> <tr> <td>visibility</td> <td>public</td> </tr> <tr> <td>leaf</td> <td>false</td> </tr> <tr> <td>abstract</td> <td>false</td> </tr> <tr> <td>isFinalSpecialization</td> <td>false</td> </tr> </table>	qualified name	Submit Prior Service Record	visibility	public	leaf	false	abstract	false	isFinalSpecialization	false
qualified name	Submit Prior Service Record										
visibility	public										
leaf	false										
abstract	false										
isFinalSpecialization	false										
ownedMember	Constraint1 Constraint2 Constraint3 Constraint4										
target of relation	Include Submit Prior Service Information										
shown on diagram	All Officers										
constraints	<table> <tr> <td>Constraint1:</td> <td>Send only FITREPS/Evals</td> </tr> <tr> <td>Constraint2:</td> <td>PG 4</td> </tr> <tr> <td>Constraint3:</td> <td>5</td> </tr> <tr> <td>Constraint4:</td> <td>9 & Derogatory Info</td> </tr> </table>	Constraint1:	Send only FITREPS/Evals	Constraint2:	PG 4	Constraint3:	5	Constraint4:	9 & Derogatory Info		
Constraint1:	Send only FITREPS/Evals										
Constraint2:	PG 4										
Constraint3:	5										
Constraint4:	9 & Derogatory Info										

A.111 Use Case - Submit Program Documents

diagram		
owner	Root	
properties	qualified name	Submit Program Documents
	visibility	public
	leaf	false
	abstract	false
	isFinalSpecialization	false
ownedMember	Constraint1 For JAG/CHC/MED/DEN/ MSC/NC except NUC ACT/SAT	
associations to	from	to Association name
		Professional Applicant
		Submit Centralized Credentialials & Priviledgin
		Non-professional applicant NUC Program only
		NRD Quality Assurance and Processor
associations from	from	Association name
		Professional Applicant
		Submit Centralized Credentialials & Priviledgin
		Non-professional applicant NUC Program only
		NRD Quality Assurance and Processor
source of relation	Include	Submit Centralized Credentialials & Priviledgin Personal and Professional Info Sheet JAG Scroll Pre-Screen Form Scroll Pre-Screening Form SAT/ACT Scores
shown on diagram	All Officers	
constraints	Constraint1: NUC only uses SAT/ACT Scores for NON-Professional	

A.112 Use Case - Submit resume & licenses to CM

diagram	
owner	Root
properties	qualified name Submit resume & licenses to CM visibility public leaf false abstract false isFinalSpecialization false
ownedMember	Constraint1 Only 1665 & 1675
target of relation	Include Notes
shown on diagram	All Officers
constraints	Constraint1: NAVET & DCO

A.113 Use Case - Submits Basic Application

diagram		
owner	Root	
properties	qualified name	Submits Basic Application
	visibility	public
	leaf	false
	abstract	false
	isFinalSpecialization	false
associations to	from	to Association name
		NRD Quality Assurance and Processor Non-professional applicant Professional Applicant NRD Quality Assurance and Processor
associations from	from	Association name
	NRD Quality Assurance and Processor Non-professional applicant Professional Applicant NRD Quality Assurance and Processor	
source of relation	Include	NAVC RUIT 1131/238 SF 86 DD Form 372 NC 1100/25 Identification of Citizenship
shown on diagram	All Officers	

PRIVACY ACT STATEMENT

AUTHORITY: Title 10 United States Code, Sections 591, 600, 2107, 2122, and 6019 which prescribes qualifications for appointment in the Armed Forces of the United States, information regarding your educational background, involvement with law enforcement agencies, juvenile, traffic, criminal, or other, including foreign countries, drug usage, physical problems or prior processing, whether for U.S. Navy or branches of the services not withstanding. Executive Order 9397 authorizes the solicitation of the Social Security Number (SSN).

PRINCIPAL PURPOSES: To determine the applicant's eligibility for appointment into the United States Navy. The information provided is FOR OFFICIAL USE ONLY and will become a permanent part of your service record and will be maintained and used in strict confidence in accordance with Federal Law and Regulations. The Social Security Number will be used to verify, identify and locate existing records.

ROUTINE USES: To obtain background information provided by the applicant and by a Selection Board to determine applicant's qualifications for commission.

DISCLOSURE: Disclosure is voluntary, however, failure to provide the requested information as well as the social security number may result in denial of appointment into the United States Navy. If, after you enlist, it is found that you concealed a record, you may be discharged from the U. S. Navy as a fraudulent appointment and may be subject to a fine and/or imprisonment.

APPLICATION PROCESSING AND SUMMARY RECORD
(YOU MUST ENABLE JAVA TO COMPLETE THIS FORM)

1. PERSONNEL INFORMATION												
a. NAVCRUITDIST		b. Last Name		c. First Name		d. Middle Name or MNM		e. Suffix/Maiden				
f. SSN			g. Place of Birth (City/State or Foreign Country)			h. DOB		i. Age	j. Age waiver req.	k. Sex	l. Ht.	
m. Wt.	n. Body Fat	o. Race	p. Ethnic	q. Citizenship	r. If dual, list country	s. Enlisted	t. SKED to ship to RTC		u. Interview Scores			
			Choice 1		Choice 2		Choice 3		Choice 4		Choice 5	
v. Program												
w. NOBC/SSP												
2. MILITARY SERVICE												
a. Current MIL Status		b. Branch		c. Paygrade		d. Prior Service		e. Branch		f. Paygrade		
3. EDUCATIONAL STATUS - Most Current												
a. Name of Educational Institution				b. Major (Continue in block 15)			c. Edu/Grad. Level	d. GPA	e. Grad Date			
4. TESTING												
a. AQR	b. PPAR	c. FOFAR	d. OAR	e. Other Test :	f. Scores: Test Date		g. Avail date for OCS/ODS/SELRES.		h. Recon			

5. COMMISSIONING DATA ***** NRC USE ONLY*****												
a. Commissioning Program			b. Grade		c. Date of Rank		d. Desig.	e. Type	f. Scroll Sub Date:		g. Scroll App Date:	
h. Original Source Code:												
i. Current Source Code:												
j. Restrictions:		k. Restrictions:		l. Restrictions:		m. Restrictions:		n. Restrictions:		o. Restrictions:		

BUPERS USE ONLY												
Authority:			PC:			Remarks						
<input type="radio"/> OSD APP	<input type="radio"/> SECNAV APP	<input type="radio"/> Senate Confirmed	Date Approved		Null & Void Date							

REQUEST FOR VERIFICATION OF BIRTH		1. DATE OF REQUEST (YYYYMMDD)	OMB No. 0704-0006 OMB approval expires Feb 28, 2011	
<small>The public reporting burden for this collection of information is estimated to average 5 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Washington Headquarters Services, Executive Services Directorate, Information Management Division, 1155 Defense Pentagon, Washington, DC 20301-1155 (0704-0006). Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.</small>				
PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE ABOVE ORGANIZATION. RETURN COMPLETED FORM TO THE ADDRESS LISTED IN SECTION III, ITEM 14.b.				
SECTION I (Fill in every item in this section)				
2. FULL NAME OF CHILD AT TIME OF BIRTH (Last, First, Middle Names)		3. SEX (X)	4. DATE OF BIRTH (YYYYMMDD)	
		<input type="checkbox"/> MALE		
		<input type="checkbox"/> FEMALE		
5. PLACE OF BIRTH				
a. CITY	b. COUNTY	c. STATE		
6. FULL NAME OF FATHER AT TIME OF BIRTH OF CHILD LISTED IN BLOCK 2 (Last, First, Middle Names)				
7. FULL NAME OF MOTHER AT TIME OF BIRTH OF CHILD LISTED IN BLOCK 2 (Last, First, Middle and Maiden Names)				
8. RECRUITING OFFICER/REPRESENTATIVE MAKING REQUEST				
a. NAME (Last, First, Middle Initial)	b. RANK/GRADE	c. TITLE		
d. SIGNATURE				
SECTION II (For use by Vital Statistics Department only)				
9. CORRECTIONS OF ABOVE STATEMENT MADE ACCORDING TO FACTS ON FILE BY:				
a. NAME (Last, First, Middle Initial)		b. ORGANIZATION		
ORGANIZATION ADDRESS:				
c. STREET		d. CITY	e. STATE	f. ZIP CODE
This is to verify that the above data as corrected are true and correct according to the record on file in this office. These data are confidential and cannot be used in any manner except for official purposes.		10. CERTIFICATE NUMBER	11. FILE DATE (YYYYMMDD)	
12. VERIFIED BY (Signature)			13. DATE SIGNED (YYYYMMDD)	
SECTION III (For completion by recruiting office)				
14. RECRUITING OFFICE IDENTIFICATION DATA				
a. RECRUITING OFFICER/REPRESENTATIVE NAME (Last, First, Middle Initial)				
b. UNIT/COMMAND NAME AND MAILING ADDRESS (Street, City, State and ZIP Code)				
c. RECRUITER SIGNATURE			d. DATE SIGNED (YYYYMMDD)	

DD FORM 372, MAR 2008

PREVIOUS EDITION IS OBSOLETE.

Adobe Professional 7.0

EVIDENCE OF CITIZENSHIP

Name of Applicant (Last, First MI)

[Empty text box for Name of Applicant]

I have this date viewed the Certificate of Naturalization presented by the above named applicant which contained the following information:

Name by which Person was Naturalized (Last, First, Middle)

Country of Former Residence

[Empty text box for Name by which Person was Naturalized]

[Empty text box for Country of Former Residence]

Court where Certificate was Issued

Certificate Number and Date of Naturalization

[Empty text box for Court where Certificate was Issued]

[Empty text box for Certificate Number and Date of Naturalization]

In cases of citizenship by derivation, describe how applicant was derived.

DESCRIPTION:

Name (on the certificate)

Certificate of Citizenship Number

Age

[Empty text box for Name (on the certificate)]

[Empty text box for Certificate of Citizenship Number]

[Empty text box for Age]

All documents pertaining to the Naturalization of the above applicant have been returned to him/her. I have this date viewed the Certificate of Naturalization presented by the above applicant.

Typed/Printed Name of Recruiting Personnel

Signature of Recruiting Personnel

Date

[Empty text box for Typed/Printed Name of Recruiting Personnel]

[Empty text box for Signature of Recruiting Personnel]

[Empty text box for Date]

Privacy Act Notification: **AUTHORITY:** Privacy Act of 1974, r USC 552a. **PRINCIPAL PURPOSE** This information is required in order to confirm your eligibility for enlistment in the U. S. Navy. The information requested constitutes the minimum required to determine your current eligibility. **ROUTINE USE:** The information provided by you on this document is FOR OFFICIAL USE ONLY and will be maintained and used in strict confidence by Navy Officers and employees of the Navy Recruiting Command to determine eligibility. The information is voluntary; however, failure to answer completely any of the questions or to provide the information requested in this form may result in an inability to enlist you in the U. S. Navy.

Applicant's initials or signature: _____

For Official Use Only - Privacy Sensitive

A.114 Use Case - Three Interviews Required

diagram	<p>The diagram shows a use case titled "Three Interviews Req'd" with a constraint "{CEC and PAO only, OCS & DCO}". Below the title, it lists "extension points" as "CEC officer/1 O-5 PAO".</p>										
owner	Root										
properties	<table> <tr><td>qualified name</td><td>Three Interviews Req'd</td></tr> <tr><td>visibility</td><td>public</td></tr> <tr><td>leaf</td><td>false</td></tr> <tr><td>abstract</td><td>false</td></tr> <tr><td>isFinalSpecialization</td><td>false</td></tr> </table>	qualified name	Three Interviews Req'd	visibility	public	leaf	false	abstract	false	isFinalSpecialization	false
qualified name	Three Interviews Req'd										
visibility	public										
leaf	false										
abstract	false										
isFinalSpecialization	false										
ownedMember	CEC officer/1 O-5 PAO Constraint1 Constraint2										
target of relation	Include Notes										
shown on diagram	All Officers										
constraints	<table> <tr><td>Constraint1:</td><td>CEC and PAO only</td></tr> <tr><td>Constraint2:</td><td>OCS & DCO</td></tr> </table>	Constraint1:	CEC and PAO only	Constraint2:	OCS & DCO						
Constraint1:	CEC and PAO only										
Constraint2:	OCS & DCO										

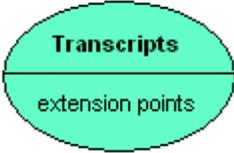
A.115 Use Case - Training Program & Director Reference

diagram											
owner	Root										
properties	<table> <tr> <td>qualified name</td> <td>Training Program & Director Reference</td> </tr> <tr> <td>visibility</td> <td>public</td> </tr> <tr> <td>leaf</td> <td>false</td> </tr> <tr> <td>abstract</td> <td>false</td> </tr> <tr> <td>isFinalSpecialization</td> <td>false</td> </tr> </table>	qualified name	Training Program & Director Reference	visibility	public	leaf	false	abstract	false	isFinalSpecialization	false
qualified name	Training Program & Director Reference										
visibility	public										
leaf	false										
abstract	false										
isFinalSpecialization	false										
target of relation	Include Submit Personal Information										
shown on diagram	All Officers										

A.116 Use Case - Training Program & Director Reference

diagram											
owner	Root										
properties	<table> <tr> <td>qualified name</td> <td>Training Program & Director Reference</td> </tr> <tr> <td>visibility</td> <td>public</td> </tr> <tr> <td>leaf</td> <td>false</td> </tr> <tr> <td>abstract</td> <td>false</td> </tr> <tr> <td>isFinalSpecialization</td> <td>false</td> </tr> </table>	qualified name	Training Program & Director Reference	visibility	public	leaf	false	abstract	false	isFinalSpecialization	false
qualified name	Training Program & Director Reference										
visibility	public										
leaf	false										
abstract	false										
isFinalSpecialization	false										

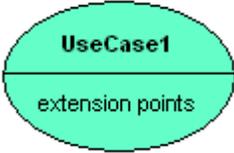
A.117 Use Case – Transcripts

diagram		
owner	Root	
properties	qualified name	Transcripts
	visibility	public
	leaf	false
	abstract	false
	isFinalSpecialization	false
target of relation	Include	Notes
shown on diagram	All Officers	

A.118 Use Case - Two Interviews Required

diagram	<p>The diagram shows a use case represented by an oval. The top half of the oval contains the text "Two Interviews Req'd" followed by a constraint in curly braces: "{DCO only}". A horizontal line separates this from the bottom half, which contains the text "extension points" followed by "(1) O-4 & same designator".</p>										
owner	Root										
properties	<table> <tr> <td>qualified name</td> <td>Two Interviews Req'd</td> </tr> <tr> <td>visibility</td> <td>public</td> </tr> <tr> <td>leaf</td> <td>false</td> </tr> <tr> <td>abstract</td> <td>false</td> </tr> <tr> <td>isFinalSpecialization</td> <td>false</td> </tr> </table>	qualified name	Two Interviews Req'd	visibility	public	leaf	false	abstract	false	isFinalSpecialization	false
qualified name	Two Interviews Req'd										
visibility	public										
leaf	false										
abstract	false										
isFinalSpecialization	false										
ownedMember	(1) O-4 & same designator Constraint1										
target of relation	Include Notes										
shown on diagram	All Officers										
constraints	Constraint1: DCO only										

A.119 Use Case - UseCase1

diagram	
owner	Root
properties	qualified name UseCase1 visibility public leaf false abstract false isFinalSpecialization false

A.120 Use Case - USMLE Letter of Intent if any step is incomplete

diagram											
owner	Root										
properties	<table> <tr> <td>qualified name</td> <td>USMLE Letter of Intent if any step is incomplete</td> </tr> <tr> <td>visibility</td> <td>public</td> </tr> <tr> <td>leaf</td> <td>false</td> </tr> <tr> <td>abstract</td> <td>false</td> </tr> <tr> <td>isFinalSpecialization</td> <td>false</td> </tr> </table>	qualified name	USMLE Letter of Intent if any step is incomplete	visibility	public	leaf	false	abstract	false	isFinalSpecialization	false
qualified name	USMLE Letter of Intent if any step is incomplete										
visibility	public										
leaf	false										
abstract	false										
isFinalSpecialization	false										
ownedMember	21053 only Constraint1										
target of relation	Include Professional Information										
shown on diagram	All Officers										
constraints	Constraint1: Only MC										

A.121 UseCase - USMLE US Med Licensing Exam

diagram											
owner	Root										
properties	<table> <tr> <td>qualified name</td> <td>USMLE US Med Licensing Exam</td> </tr> <tr> <td>visibility</td> <td>public</td> </tr> <tr> <td>leaf</td> <td>false</td> </tr> <tr> <td>abstract</td> <td>false</td> </tr> <tr> <td>isFinalSpecialization</td> <td>false</td> </tr> </table>	qualified name	USMLE US Med Licensing Exam	visibility	public	leaf	false	abstract	false	isFinalSpecialization	false
qualified name	USMLE US Med Licensing Exam										
visibility	public										
leaf	false										
abstract	false										
isFinalSpecialization	false										
ownedMember	2100, 21053 and 2105 Constraint1										
target of relation	Include Professional Information										
shown on diagram	All Officers										
constraints	Constraint1: Only MC										

A.122 Use Case - Verification NLN/CCNE Nursing Ed.

diagram	<p>The diagram shows a green oval representing a use case. The text inside the oval is "Verification NLN/CCNE Nursing Ed." followed by a note "{Only NC}" in a smaller font. Below a horizontal line within the oval, the text "extension points" is written.</p>
owner	Root
properties	qualified name Verification NLN/CCNE Nursing Ed. visibility public leaf false abstract false isFinalSpecialization false
ownedMember	Constraint1
target of relation	Include Submit Personal Information
shown on diagram	All Officers
hyperlinks	..\Forms\1131_17.pdf
constraints	Constraint1: Only NC

**VERIFICATION OF
NATIONAL LEAGUE OF NURSING/COMMISSION ON COLLEGIATE NURSING EDUCATION**

PRIVACY ACT NOTIFICATION

This document contains information covered under the Privacy Act of 1974, 5 USC 552a and its various implementing regulations and must be protected in accordance with those provisions. You, the recipient/user, are obliged to maintain it in a safe, secure and confidential manner. Re-disclosure without consent or as permitted by law is prohibited. Unauthorized re-disclosure or failure to maintain confidentiality subjects you to application of appropriate sanctions. If you have received this correspondence in error, please notify the sender immediately and destroy any copies you have made.

I, _____ hereby certify that I have contacted the National League of
(Recruiter's Name and Rank)
Nursing/Commission on Collegiate Nursing Education who verified that _____
(Name of Nursing School/Institution)
 Was or Was Not an accredited nursing school during the period that _____
(Applicants Full Name)
attended the school from _____ to _____
(Month/Year) (Month/Year)

Date verification made: _____

Signature and Rank of Certifying Officer

National League of Nursing: 1-800-889-1656
National League of Nursing Web Site: www.nln.org
Commission on Collegiate Nursing Education: 1-202-887-6791
Commission on Collegiate Nursing Education Web Site: <http://www.aacn.nche.edu/Accreditation>

4.2 Appendix B: Self Service Application Data

The system shall have the capability to receive the following data entries from WebRTools/SSA:

- Applicant name:
 - First name - alpha text entry field
 - Last name - alpha text entry field
 - Middle name - alpha text entry field
 - Suffix (if applicable)
- Social Security Number - numeric text-entry field of nine characters with no dashes
- Date of birth - the selected date displayed in MMDDYYYY format
- Height - text-entry field with entry of height to be made in inches
- Weight - text-entry field with entry of weight to be made in pounds
- Ethnicity:
 - Hispanic
 - American Indian
 - Asian
 - Puerto Rican
 - Filipino
 - Mexican
 - Eskimo
 - Aleut
 - Cuban
 - India Indian
 - Melanesian
 - Chinese
 - Japanese
 - Korean
 - Polynesian
 - Other Pacific Islands
 - Latin American Hispanic
 - Vietnamese
 - Micronesian
 - Other-Not in Options
 - Decline to respond

- Race:
 - American Indian / Native Alaskan
 - Asian
 - Black / African American
 - White
 - Native Hawaiian / Other Pacific Islander
 - Decline to Respond
- Gender:
 - Male
 - Female
- Current address:
 - Street - text entry field
 - City - text entry field
 - State - drop-down list displaying all possible states in alphabetical order
 - ZIP Code - five-digit numeric text-entry field
 - County - text entry field
 - Country - text-entry field
- Permanent Address:
 - Street - text entry field
 - City - text entry field
 - State - drop-down list displaying all possible states in alphabetical order
 - ZIP Code - five-digit numeric text-entry field
 - County - text entry field
 - Country - text-entry field
- How should you be contacted?
 - Home Phone - ten-digit numeric text-entry field
 - Work Phone - ten-digit numeric text-entry field
 - Cell Phone - ten-digit numeric text-entry field
 - Best Time to Call - entry fields as follow:
 - From
 - To
 - The selected times display from 9AM to 9PM format.
- E-mail: displayed as view-only
- Medical:
 - Do you have any known medical conditions? Options as follow:
 - Yes - If yes, list all that apply.
 - No
 - Have you undergone any surgical operations? Options as follow:
 - Yes - If yes, list all that apply.
 - No

- Drugs:
 - Do you take any prescription drugs? Options as follow:
 - Yes - If yes, list all that apply.
 - No
 - Have you used any illegal drugs? Options as follow:
 - Yes – If yes, list all that apply.
 - No
- Police:
 - Have you ever been arrested? Options as follow:
 - Yes – If yes, list all that apply.
 - No
 - Do you have any pending lawsuits? Options as follow:
 - Yes - If yes, list all that apply.
 - No
 - Have you ever declared bankruptcy? Options as follow:
 - Yes - If yes, list all that apply.
 - No
 - Have you ever been charged with domestic violence? Options as follow:
 - Yes - If yes, list all that apply.
 - No
 - Do you have any other legal issues? Options as follow:
 - Yes - If yes, list all that apply.
 - No
- Tell us about your marital status and number of dependents. Use a drop down list displaying all possible options as follows:
 - Marital Status:
 - Annulled
 - Divorced
 - Interlocutory
 - Legally Separated
 - Married
 - Single
 - Widowed
 - Number of dependents: (spouse, children, and parents solely dependent on you for support) – single-digit text-entry field (1-9)
- Where were you born? Fields as follows:
 - City - text-entry field
 - State - drop-down list displaying all possible states in alphabetical order
 - Country - text-entry field

- Citizenship - drop-down list containing all possible choices as follow:
 - Unassigned
 - United States (US) At Birth
 - Born Abroad of US Parents
 - US Naturalized
 - US Non-Citizen Naturalized
 - Immigrant Alien
 - Non-Immigrant

The system shall receive education data entry fields from WebRTools/SSA as listed below:

- Education level - displaying the following education levels:
 - What is the highest level of education you have obtained? Drop down list displaying all possible options as follows:
 - High School - (WRT-1 screen)
 - Vo-Tech - (WRT- education screen)
 - Undergraduate - (WRT-1 screen)
 - Graduate - (WRT- education screen)
 - Postgraduate - (WRT- education screen)
 - First Professional - (WRT- education screen)

The system shall display education questions based on how the question above is answered on highest level of education obtained and display those questions for that level of education.

- High School:
 - Have you attended or are you currently in High School? Options as follows:
 - Yes
 - No
 - Tell us about the High School you are attending / attended.
 - School Name - text-entry field
 - City - text-entry field
 - State - drop-down list displaying all possible states in alphabetical order.
 - What was/is your Grade Point Average (GPA) in High School?
 - Two-digit numeric text-entry field.
 - Convert to a 2-place decimal (if available). The number needs to be converted to a decimal because there are many different "scales" for GPA's, especially on high school transcripts.

- High School class rank - converted to a whole number percentile (if available) for standardization.
 - Did you graduate from High School? Options as follows:
 - Yes
 - No
 - What dates did you attend High School? Drop-down list displaying entry fields as follows:
 - Start Date
 - To Date
 - Include a calendar tool
 - Ability to type year in
 - The selected date displayed in MMDDYYYY format
- Vocational-Technical (VoTech):
 - Have you attended or currently in a VoTech school? Options as follows:
 - Yes
 - No
 - Tell us about the VoTech School you are attending / attended.
 - School Name - text entry field
 - City - text entry field
 - State - drop-down list displaying all possible states in alphabetical order.
 - What was/is the certification for this VoTech school? – text entry field
 - Certification - text entry field
 - What was/is your GPA in VoTech school? Two-digit numeric text-entry field.
 - Did you graduate from VoTech school?
 - Yes
 - No
 - What dates did you attend VoTech school? Drop-down list displaying entry fields as follows:
 - Start Date
 - To Date
 - Include a calendar tool
 - Ability to type year into field
 - The selected date displayed in MMDDYYYY format
- Undergraduate:
 - Have you attended or are you currently in an Undergraduate program? Options as follow:
 - Yes
 - No
 - Tell us about the Undergraduate Program you are attending / attended.
 - Undergraduate Information:
 - School Name - text-entry field
 - City - text-entry field

- State - drop-down list displaying all possible states in alphabetical order
- What is / was your major and GPA in this Undergraduate Program?
- Major – text-entry field with entry of college major
- GPA – three-digit numeric text-entry field with options as follows:
 - The cumulative, overall GPA from all schools attended will be entered for all desired programs with the exception of the following:
 - Individuals applying for Direct Appointment Medical Programs and Direct Commissions, enter cumulative GPA of the qualifying degree from the most recent college attended.
 - Individuals applying for a Medical Student Program will enter their cumulative, overall GPA from all colleges attended.
- Did you graduate from the Undergraduate Program? Options as follows:
 - Yes
 - No
- What dates did you attend this Undergraduate Program? Drop-down list displaying entry fields as follows:
 - Start Date
 - To Date
 - Include a calendar tool
 - Ability to type in date
 - The selected date displayed in MMDDYYYY format

The system shall receive post-secondary school information data fields from WebRTools/SSA as listed below.

The system shall provide the User a Post-secondary School table with the following columns of information for each entry:

- College name
- Degree type
- Degree major
- Degree GPA
- Degree date

- Post-secondary school information:
 - Have you attended or are you currently in any Graduate Program? Options as follow:
 - Yes
 - No
 - Please tell us about your Graduate Program.
 - Graduate Information:
 - School Name - text-entry field

- City - text-entry field
 - State - drop-down list displaying all possible states in alphabetical order
- What is/was your major and GPA for this Graduate Program?
- Major - text-entry field with entry of college major
- GPA – three-digit numeric text-entry field with options as follows:
 - The cumulative, overall GPA from all schools attended will be entered for all desired programs with the exception of the following:
 - Individuals applying for Direct Appointment Medical Programs and Direct Commissions, enter cumulative GPA of the qualifying degree from the most recent college attended.
 - Individuals applying for a Medical Student Program will enter their cumulative, overall GPA from all colleges attended.
- Did you graduate from the Graduate Program? – options as follow:
 - Yes
 - No
- What dates did you attend this Graduate program? Drop-down list displaying entry fields as follows:
 - Start Date
 - To Date
 - Include a calendar tool
 - Ability to type in date
 - The selected date displayed in MMDDYYYY format
- Have you attended or are you currently in a Postgraduate Program?
 - Yes
 - No
- Tell us about the Postgraduate Program you are attending / attended.
- Graduate Information:
 - School Name - text-entry field
 - City - text-entry field
 - State - drop-down list displaying all possible states in alphabetical order
- What is/was your major and GPA in this Postgraduate Program?
- Major - text-entry field with entry of college major
- GPA - three-digit numeric text-entry field with options as follows:
 - The cumulative, overall GPA from all schools attended will be entered for all desired programs with the exception of the following:
 - Individuals applying for Direct Appointment Medical Programs and Direct Commissions, enter cumulative GPA of the qualifying degree from the most recent college attended.
 - Individuals applying for a Medical Student Program will enter their cumulative, overall GPA from all colleges attended.
- Did you graduate from the Postgraduate Program? Options as follow:

- Yes
 - No
- What dates did you attend this Postgraduate Program? Drop-down list displaying entry fields as follow:
 - Start Date
 - To Date
 - Include a calendar tool
 - Ability to type in date
 - The selected date displayed in MMDDYYYY format
- Have you attended or are you currently in a First Professional program?
 - Yes
 - No
- Tell us about the First Professional program you are attending.
- Graduate Information:
 - School Name - text-entry field
 - City - text-entry field
 - State - drop-down list displaying all possible states in alphabetical order
- What is/was your major and GPA in this First Professional Program?
- Major - text-entry field with entry of college major
- GPA - three-digit numeric text-entry field with options as follows:
 - The cumulative, overall GPA from all schools attended will be entered for all desired programs with the exception of the following:
 - Individuals applying for Direct Appointment Medical Programs and Direct Commissions, enter cumulative GPA of the qualifying degree from the most recent college attended.
 - Individuals applying for a Medical Student Program will enter their cumulative, overall GPA from all colleges attended.
- Did you graduate from the First Professional program? Options as follows:
 - Yes
 - No
- What dates did you attend this First Professional program? Drop-down list displaying entry fields as follows:
 - Start Date
 - To Date
 - Include a calendar tool
 - Ability to type in date
 - The selected date displayed in MMDDYYYY format
- What professional licenses or certifications have you obtained

Employment:

The system shall receive the following Employment information data entry fields from WebRTools/SSA.

The system shall provide the User with the ability to check block if applicant is currently employed. This will prevent the system from asking the applicant the end date of employment.

The system shall provide the User with the ability to enter end date if applicant is no longer employed.

- Have you been or are you currently employed? Options as follows:
 - Yes
 - No
- Provide more information about your employment (most recent or current).
 - Employer Name - text-entry field
 - Street - text-entry field
 - City - text-entry field
 - State - drop-down list displaying all possible states in alphabetical order
 - ZIP Code - five-digit numeric text-entry field
- Tell us about your supervisor and occupation.
 - Supervisor Name - text-entry field
 - Phone Number - ten-digit numeric text-entry field-no dashes
 - Occupation - text-entry field
- What are/were your current employment dates? Drop-down list displaying entry fields as follow:
 - Start Date
 - End Date
 - Include a calendar tool
 - Ability to type in date

The system shall receive the following prior/current military data from WebRTools/SSA application. The selected date displayed in MMDDYYYY format.

- Are you currently serving in the military?
 - Yes
 - No
- If Yes, then the following information will be gathered:
 - Beginning Date
 - Expected discharge date
 - Branch of service
- If No, then the following questions will be asked.
 - Do you have prior military service? Options as follow:

- Yes (if yes, all additional Military Service Data fields are made visible and required)
 - No
 - What was your most recent service type? Options as follow:
 - Active
 - Reserve (IRR or drilling)
- What dates did you serve in the military? Drop-down list displaying entry fields as follow:
 - Beginning Date
 - Ending Date
 - Include a calendar tool
 - Ability to type date into field
 - The selected date displayed in YYYYMMDD
- Branch of Service - drop-down list of the following options in alphabetical order (including *none* if this does not apply):
 - Air Force
 - Air Force Reserve
 - Army
 - Army Reserve
 - Coast Guard
 - Coast Guard Reserve
 - Marines
 - Marines Reserves
 - Navy Reserve
 - Navy
 - None
- Paygrade - the system shall provide a drop-down list for the following values in ascending order (including Not Applicable (N/A) if this does not apply):
 - N/A
 - E1
 - E2
 - E3
 - E4
 - E5
 - E6
 - E7
 - E8
 - E9
 - N/A
 - O-1
 - O-2
 - O-3

- O-4
- O-5
- O-6
- O-7
- O-8
- O-9
- Rate /Rank - text-entry field
- Discharge type - the system shall provide a drop-down list for the following options in alphabetical order:
 - Bad Conduct
 - Dishonorable
 - General
 - Honorable
 - Undesirable
- Navy Enlisted Classification (NEC)/Military Occupational Specialty (MOS)/Armed Forces Staff College (AFSC) - text-entry field
- Reenlistment Code - the system shall provide a drop-down list for the following values in ascending order (including N/A if this does not apply):
 - N/A
 - RE-1
 - RE-1E
 - RE-2
 - RE-3
 - RE-3A
 - RE-3B
 - RE-3C
 - RE-3E
 - RE-3F
 - RE-3G
 - RE-3H
 - RE-3K
 - RE-3M
 - RE-3P
 - RE-3Q
 - RE-3R
 - RE-3S
 - RE-3T
 - RE-3U
 - RE-3X
 - RE-3Y
 - RE-3Z

- RE-4
- RE-5
- RE-6
- RE-7
- RE-R1

Job Interest:

The system shall receive Job Interest Information data-entry fields from WebRTools/SSA as noted below:

- Tell us about what types of Navy duty you are interested in? Multi-select drop-down list displaying the following programs:
 - Active (full-time)
 - Reserve (part-time)
 - Undecided
- Which of these Officer Programs would you be interested in? Multi-select drop-down list displaying the following programs:
 - Officer Programs : (Select one or more)
 - General
 - Nuclear Medical
 - Judge Advocate General (JAG)
 - Chaplain
 - Naval Reserve Officer Training Corps (NROTC)
 - Undecided
 - Other – (text-entry field)

Which of these Enlisted Programs would you be interested in? Multi-select drop-down list displaying the following programs:

- Enlisted Programs: (Select one or more)
 - Engineering
 - Intelligence
 - Administrative
 - Medical
 - Construction
 - Aviation
 - Special Operations
 - NROTC
 - Undecided

- Other – (text-entry field)

4.3 Appendix C: Post-secondary School Information

The following characteristics apply to each field:

- Read rights - all Users hierarchically associated with the Kit.
- Edit rights - all Users who are members of the Work Group to which the Kit is assigned.

Achieved education level - field characteristics as follows:

- Text entry
 - Undergraduate information, as follows (NOTE: the system shall provide the ability to enter Undergraduate information for multiple Undergraduate experiences):
 - Undergraduate college - field characteristics as follows:
 - Data search field; the system shall provide the User the ability to search for a college by college name. Once the college is located, the system shall display the college name, ID, and ZIP Code.
 - Undergraduate degree type - field characteristics as follows:
 - Data selection options as follows:
 - Baccalaureate
 - Incomplete
 - Undergraduate degree major - field characteristics as follows:
 - Data selection options - See Appendix M: Undergraduate and Graduate Majors.
 - Undergraduate degree Grade Point Average (GPA) - field characteristics as follows:
 - Text field
 - Undergraduate degree date - field characteristics as follows:
 - Numeric entry utilizing a calendar tool or some other automated method; displayed as DDMMYYYY.
 - Graduate information, as follows (NOTE: the system shall provide the ability to enter Graduate information for multiple Graduate experiences):
 - Graduate college - field characteristics as follows:
 - Data search field; the system shall provide the User the ability to search for a college by college name. The system shall display the college name, ID, and ZIP Code

- Graduate degree type - field characteristics as follows:
 - Data selection option:
 - First Professional Degree
 - Masters
 - PHD
 - Doctorate
 - Incomplete
- Graduate degree major - field characteristics as follows:
 - Data selection options - See Appendix M: Undergraduate and Graduate Majors.
- Graduate degree GPA - field characteristics as follows:
 - Text field
- Graduate degree date - field characteristics as follows:
 - Numeric entry utilizing a calendar tool or some other automated method; displayed as DDMMYYYY.

4.4 Appendix D: Standardized Testing Information

The following characteristics apply to each field:

- Read rights - all Users hierarchically associated with the Kit.
- Edit rights - all Users who are members of the Work Group to which the KIT is assigned.

- Scholastic Aptitude Test (SAT) information as follows:
 - SAT math score - field characteristics as follows:
 - Text entry
 - SAT verbal score - field characteristics as follows:
 - Text entry
 - SAT cumulative score - field characteristics as follows:
 - Text entry
 - SAT date - field characteristics as follows:
 - Numeric entry utilizing a calendar tool or some other automated method; displayed as DDMMYYYY.
- American College Test (ACT) information as follows:
 - ACT math score - field characteristics as follows:
 - Text entry
 - ACT reading score - field characteristics as follows:
 - Text entry
 - ACT cumulative score - field characteristics as follows:
 - Text entry
 - ACT date - field characteristics as follows:
 - Numeric entry utilizing a calendar tool or some other automated method; displayed as DDMMYYYY.
- Graduate Record Examination (GRE) information as follows:
 - GRE score - field characteristics as follows:
 - Text entry
 - GRE test date - field characteristics as follows:
 - Numeric entry utilizing a calendar tool or some other automated method; displayed as DDMMYYYY.
- Graduate Management Admissions Test (GMAT) information as follows:
 - GMAT score - field characteristics as follows:
 - Text entry
 - GMAT test date - field characteristics as follows:
 - Numeric entry utilizing a calendar tool or some other automated method; displayed as DDMMYYYY.

- Medical College Admission Test (MCAT) information as follows:
 - MCAT score - field characteristics as follows:
 - Text entry
 - MCAT test date - field characteristics as follows:
 - Numeric entry utilizing a calendar tool or some other automated method; displayed as DDMMYYYY.
- Optometry Admission Test (OAT) information as follows:
 - OAT score - field characteristics as follows:
 - Text entry
 - OAT test date - field characteristics as follows:
 - Numeric entry utilizing a calendar tool or some other automated method; displayed as DDMMYYYY.
- Dental Admissions Test (DAT) information as follows:
 - DAT score - field characteristics as follows:
 - Text entry
 - DAT test date - field characteristics as follows:
 - Numeric entry utilizing a calendar tool or some other automated method; displayed as DDMMYYYY.
- Law School Admission test (LSAT) information as follows:
 - LSAT score - field characteristics as follows:
 - Text entry
 - LSAT test date - field characteristics as follows:
 - Numeric entry utilizing a calendar tool or some other automated method; displayed as DDMMYYYY.

4.5 Appendix E: General Applicant Processing Fields

- Applicant processing status notes - field characteristics as follows:
 - Read rights - all Users hierarchically associated with the KIT.
 - Edit rights - all Users who are members of the Work Group to which the KIT is currently assigned.
 - Delete rights - the system shall provide authorized HQ - level Users only the ability to delete previously entered and saved notes.
 - Text entry
- Reconsideration Kit (indication that the Applicant has applied for the same Designator(s) previously and was not selected) - field characteristics as follows:
 - Read rights - all Users hierarchically associated with the KIT.
 - Edit rights - all HQ Users who are members of the Work Group to which the KIT is currently assigned; NRD-level Users have edit rights until submitted to the NRC level for pre-Board review and approval.
 - Data selection options as follows:
 - Yes
 - No
- Expedited Kit (i.e., indication that the Kit is to be expedited through the process externally) – field characteristics as follows:
 - Read rights - all Users hierarchically associated with the KIT.
 - Edit rights - all HQ-level Users who are members of the Work Group to which the KIT is currently assigned.
 - Data selection options as follows:
 - NADDS to FAP
 - Expedited Recall
- Date sent to Recall - field characteristics as follows:
 - Read rights - all Users hierarchically associated with the KIT.
 - Edit rights - all HQ Users who are members of the Work Group to which the KIT is currently assigned.
 - Displayed as DDMMYYYY.
- Drill date (for Reserve use only) - field characteristics as follows:
 - Read rights - all Users hierarchically associated with the KIT.
 - Edit rights - all Users who are members of the Work Group to which the KIT is currently assigned.
 - Displayed as DDMMYYYY.

- Date of birth - field characteristics as follows:
 - Read rights - all Users hierarchically associated with the KIT.
 - Edit rights - all Users who are members of the Work Group to which the KIT is currently assigned.
 - Numeric entry utilizing a calendar tool or some other automated method; displayed as DDMMYYYY.
- Physical Fitness Assessment (PFA) information, as follows:
 - Height - field characteristics as follows:
 - Read rights - all Users hierarchically associated with the KIT.
 - Edit rights - all Users who are members of the Work Group to which the KIT is currently assigned.
 - Numeric entry utilizing some automated method; displayed in inches.
 - Weight – field characteristics as follows:
 - Read rights - all Users hierarchically associated with the KIT.
 - Edit rights - all Users who are members of the Work Group to which the KIT is currently assigned.
 - Numeric entry utilizing some automated method; displayed in pounds.
 - Maximum weight - field characteristics as follows:
 - Read rights - all Users hierarchically associated with the KIT.
 - Edit rights - data populated based upon entered height and gender values; this is not a data-entry field.
 - Displayed in pounds.
 - Body fat percentage - field characteristics as follows:
 - Read rights - all Users hierarchically associated with the KIT.
 - Edit rights - all Users who are members of the Work Group to which the KIT is currently assigned.
 - Numeric entry utilizing some automated method; displayed as a percentage between 0 and 100.
- Aviation Selection Test Battery (ASTB) information, as follows:
 - ASTB line scores - field characteristics as follows:
 - Read rights - all Users hierarchically associated with the KIT.
 - Edit rights - all Users who are members of the Work Group to which the KIT is currently assigned.
 - Text-entry fields as follows:
 - Officer Aptitude Rating (OAR)
 - Pilot Flight Aptitude Rating (PFAR)
 - Flight Officer Flight Aptitude Rating (FOFAR)
 - Academic Qualifications Rating (AQR)
 - ASTB date - field characteristics as follows:
 - Read rights - all Users hierarchically associated with the KIT.

- Edit rights - all Users who are members of the Work Group to which the KIT is currently assigned.
 - Numeric entry utilizing a calendar tool or some other automated method; displayed as DDMMYYYY.
- Internal waiver information, as follows:
 - Internal waiver type - field characteristics as follows:
 - Read rights - all Users hierarchically associated with the KIT.
 - Edit rights - all Users who are members of the Work Group to which the KIT is currently assigned.
 - Data selection options as follows:
 - Age
 - Rank
 - Other - if selected, the system shall provide the User the ability to specify
 - Internal waiver request date - field characteristics as follows:
 - Read rights - all Users hierarchically associated with the KIT.
 - Edit rights - all Users who are members of the Work Group to which the KIT is currently assigned.
 - Numeric entry utilizing a calendar tool or some other automated method; displayed as DDMMYYYY.
 - Internal waiver approval date - field characteristics as follows:
 - Read rights - all Users hierarchically associated with the KIT.
 - Edit rights - all Users who are members of the Work Group to which the KIT is currently assigned.
 - Numeric entry utilizing a calendar tool or some other automated method; displayed DDMMYYYY.
- Bonus / Incentive information as follows:
 - Bonus / Incentive type - field characteristics as follows:
 - Read rights - all Users hierarchically associated with the KIT.
 - Edit rights - all Users who are members of the Work Group to which the KIT is currently assigned.
 - Data selection options as follows:
 - Bonus
 - Loan repayment
 - Bonus / Incentive request date - field characteristics as follows:
 - Read rights - all Users hierarchically associated with the KIT.
 - Edit rights - all Users who are members of the Work Group to which the KIT is currently assigned.
 - Numeric entry utilizing a calendar tool or some other automated method; displayed DDMMYYYY.

- Bonus / Incentive approval date - field characteristics as follows:
 - Read rights - all Users hierarchically associated with the KIT.
 - Edit rights - all Users who are members of the Work Group to which the KIT is currently assigned.
 - Numeric entry utilizing a calendar tool or some other automated method; displayed DDMMYYYY.
- JPAS information, as follows:
 - JPAS investigation type - field characteristics as follows:
 - Read rights - all Users hierarchically associated with the KIT.
 - Edit rights - all Users who are members of the Work Group to which the KIT is currently assigned.
 - Data selection options as follows:
 - National Agency Check with Law and Credit (NACLC)
 - Single Scope Background Investigation (SSBI)
 - JPAS opened date - field characteristics as follows:
 - Read rights - all Users hierarchically associated with the KIT.
 - Edit rights - all Users who are members of the Work Group to which the KIT is currently assigned.
 - Numeric entry utilizing a calendar tool or some other automated method; displayed DDMMYYYY.
 - JPAS adjudicated date - field characteristics as follows:
 - Read rights - all Users hierarchically associated with the KIT.
 - Edit rights - all Users who are members of the Work Group to which the KIT is currently assigned.
 - Numeric entry utilizing a calendar tool or some other automated method; displayed DDMMYYYY.
- Scroll information, as follows:
 - Scroll submitted date - field characteristics as follows:
 - Read rights - all Users hierarchically associated with the KIT.
 - Edit rights - all HQ-level Users who are members of the Work Group to which the KIT is currently assigned.
 - Numeric entry utilizing a calendar tool or some other automated method; displayed DDMMYYYY.
 - Scroll approved date - field characteristics as follows:
 - Read rights - all Users hierarchically associated with the KIT.
 - Edit rights - all HQ-level Users who are members of the Work Group to which the KIT is currently assigned.
 - Numeric entry utilizing a calendar tool or some other automated method; displayed DDMMYYYY.
 - Scroll approved rank - field characteristics as follows:
 - Read rights - all Users hierarchically associated with the KIT.

- Edit rights - all HQ-level Users who are members of the Work Group to which the KIT is currently assigned.
 - Data selection options as follows:
 - Active Ensign (ENS)
 - Active Lieutenant Junior Grade (LTJG)
 - Active Lieutenant (LT)
 - Active Lieutenant Commander (LCDR)
 - Active Commander (CDR)
 - Active Captain (CAPT)
 - Reserve ENS
 - Reserve LTJG
 - Reserve LT
 - Reserve LCDR
 - Reserve CDR
 - Reserve CAPT
- External waiver information, as follows:
 - External waiver type - field characteristics as follows:
 - Read rights - all Users hierarchically associated with the KIT.
 - Edit rights - all HQ Users who are members of the Work Group to which the KIT is currently assigned.
 - Data selection options as follows:, options as follows:
 - Tattoo
 - Felony
 - Drug
 - Civil
 - Misdemeanor
 - Other - if selected, the system shall provide the User the ability to specify.
 - External waiver request date - Possible entry for each waiver type - field characteristics as follows:
 - Read rights - all Users hierarchically associated with the KIT.
 - Edit rights - all HQ Users who are members of the Work Group to which the KIT is currently assigned.
 - Displayed as DDMMYYYY.
 - External waiver approval date - Possible entry for each waiver type - field characteristics as follows:
 - Read rights - all Users hierarchically associated with the KIT.
 - Edit rights - all HQ Users who are members of the Work Group to which the KIT is currently assigned.
 - Displayed as DDMMYYYY.

- Application submission information, as follows:
 - Date Kit is submitted to HQ-level for Pre-Board QA - field characteristics as follows:
 - Read rights - all Users hierarchically associated with the KIT.
 - Edit rights - data populated based upon date/time stamp associated with the NRD action of submission to HQ; this is not a data-entry field.
 - Displayed as DDMMYYYY.
 - FY of submission - field characteristics as follows:
 - Read rights - all Users hierarchically associated with the KIT.
 - Edit rights - data populated based upon date/time stamp associated with the NRD action of submission to HQ; this is not a data-entry field.
 - Displayed as YYYY.
- Recruiter and Processor information, as follows:
 - Original Recruiter - field characteristics as follows:
 - Read rights - all Users hierarchically associated with the KIT.
 - Edit rights - all Users who are members of the Work Group to which the KIT is currently assigned until submitted to the HQ level; then edit rights are restricted to HQ Users who are members of the Work Group to which the KIT is currently assigned.
 - Data selection field - Original Recruiter name.
 - Once the User selects the appropriate Recruiter name, the system shall populate associated information in the following additional fields:
 - Original Recruiter Identifier (ID)
 - Original Recruiter NRD
 - Original Recruiter Recruiting Station Identifier (RSID)
 - Gaining Recruiter - field characteristics as follows:
 - Read rights - all Users hierarchically associated with the KIT.
 - Edit rights - all Users who are members of the Work Group to which the KIT is currently assigned until submitted to the HQ level; then edit rights are restricted to HQ Users who are members of the Work Group to which the KIT is currently assigned.
 - Data selection field - Recruiter name.
 - Once the User selects the appropriate Recruiter name, the system shall populate associated information in the following additional fields:
 - Gaining Recruiter ID
 - Gaining Recruiter NRD
 - Gaining Recruiter RSID
 - Original NRD Processor - field characteristics as follows:
 - Read rights - all Users hierarchically associated with the KIT.
 - Edit rights - all Users who are members of the Work Group to which the KIT is currently assigned until submitted to the HQ level; then edit rights are restricted to HQ Users who are members of the Work Group to which the KIT is currently assigned.

- Data selection field - Original NRD Processor name.
- Once the User selects the appropriate Recruiter name, the system shall populate associated information in the following additional fields:
 - Original NRD Processor ID
 - Original NRD Processor NRD
 - Original NRD Processor RSID
- Gaining NRD Processor - field characteristics as follows:
 - Read rights -all Users hierarchically associated with the KIT.
 - Edit rights - all Users who are members of the Work Group to which the KIT is currently assigned until submitted to the HQ level; then edit rights are restricted to HQ Users who are members of the Work Group to which the KIT is currently assigned.
 - Data selection field - Gaining NRD Processor name.
- Once the User selects the appropriate Recruiter name, the system shall populate associated information in the following additional fields:
 - Gaining NRD Processor ID
 - Gaining NRD Processor NRD
 - Gaining NRD Processor RSID
- Assigned HQ Processor - field characteristics as follows:
 - Read rights - all Users hierarchically associated with the KIT.
 - Edit rights - all HQ Users who are members of the Work Group to which the KIT is currently assigned.
 - Data selection field - NRC Processor name.
 - Once the User selects the appropriate Recruiter name, the system shall populate associated information in the following additional fields:
 - NRC Processor ID
- NRD processing notes - field characteristics as follows:
 - Read rights - all Users hierarchically associated with the KIT.
 - Edit rights - all NRD Users who are members of the Work Group to which the KIT is currently assigned.
 - Text entry
- NRC processing notes - field characteristics as follows:
 - Read rights - all Users hierarchically associated with the KIT.
 - Edit rights - all HQ Users who are members of the Work Group to which the KIT is currently assigned.
 - Text entry

4.6 Appendix F: Designator-specific Processing Fields

- Accession Type - field characteristics as follows:
 - Read rights - all Users hierarchically associated with the KIT.
 - Edit rights - all HQ Users who are members of the Work Group to which the KIT is currently assigned; NRD-level Users have edit rights until submitted to the NRC level for pre-Board review and approval.
 - Data selection options as follows - Up to five possible Accession Types may be selected:
 - GenOff
 - JAG - the system shall restrict selection of this Accession Type to HQ Users only
 - NUC
 - CWE
 - Fleet - the system shall restrict selection of this Accession Type to HQ Users only
 - Reserve DCO
 - NAVET
 - CTO - the system shall restrict selection of this Accession Type to HQ and CTO Users only
 - MC
 - DC
 - NC
 - MSC
 - Chaplain
- Designator ID and description - field characteristics as follows:
 - Read rights - all Users hierarchically associated with the KIT.
 - Edit rights - all HQ Users who are members of the Work Group to which the KIT is currently assigned; NRD-level Users have edit rights until submitted to the NRC level for pre-Board review and approval.
 - Data selection options: See Appendix N: Designator Choices. Up to five possible Designators may be entered; the system shall limit the available Designator options to only those Designator choices that can be associated with the selected Accession Type.
- Sub-specialty (SSP ID) and description - field characteristics as follows:
 - Read rights - all Users hierarchically associated with the KIT.
 - Edit rights - all HQ Users who are members of the Work Group to which the KIT is currently assigned; NRD-level Users have edit rights until submitted to the NRC level for pre-Board review and approval.
 - Data selection options: See Appendix O: Sub-specialty Choices. Up to two SSPs may be entered per Designator; the system shall limit the available SSP options to only those SSP choices that can be associated with the selected Designator.

- Designator action - field characteristics as follows:
 - Read rights - all Users hierarchically associated with the KIT.
 - Edit rights - appropriate HQ PM Users who are members of the Work Group to which the KIT is currently assigned.
 - Data selection options will be those RNP-based actions that are Designator-specific; options are based upon Accession Type, Designator, and current processing status.
- Designator status - field characteristics as follows:
 - Read rights - all Users hierarchically associated with the KIT.
 - Edit rights - data populated is dependent upon specific Designator Actions of the PM.
- N3M information, as follows:
 - N3M determination - field characteristics as follows:
 - Read rights - all Users hierarchically associated with the KIT.
 - Edit rights - all Users who are members of the Work Group to which the KIT is currently assigned.
 - Data selection options as follows - Possible entry for each Designator, options as follows:
 - Physically Qualified (PQ)
 - PQ with waiver (PQW)
 - Temporarily Not Physically Qualified (TNPQ)
 - NPQ
 - N3M letter date – Required entry for each entered N3M determination, field characteristics as follows:
 - Read rights - all Users hierarchically associated with the KIT.
 - Edit rights - all Users who are members of the Work Group to which the KIT is currently assigned.
 - Numeric entry utilizing a calendar tool or some other automated method; displayed as DDMMYYYY.
 - Possible entry for each Designator.
 - N3M notes - Possible entry for each entered N3M determination, field characteristics as follows:
 - Read rights - all Users hierarchically associated with the KIT.
 - Edit rights - all Users who are members of the Work Group to which the KIT is currently assigned.
 - Delete rights - the system shall provide authorized HQ-level Users only the ability to delete previously entered and saved notes.
 - Possible entry for each Designator.
 - Text entry

- Date PM orders Specialty Leader consideration - Possible date display for each Designator - field characteristics as follows:
 - Read rights - all Users hierarchically associated with the KIT.
 - Edit rights - data populated based upon date / time stamp associated with the PM action of ordering the Kit for Specialty Leader consideration; this is not a text-entry field.
 - Option applies to MC, MSC, and DC Designators only.
 - Displayed as DDMMYYYY.
- Date PM orders Professional Board consideration (ORD PRO date) - Possible date display for each Designator - field characteristics as follows:
 - Read rights - all Users hierarchically associated with the KIT.
 - Edit rights - data populated based upon date / time stamp associated with the PM action of ordering the Kit for Professional Board consideration; this is not a text-entry field.
 - Displayed as DDMMYYYY.
- Pro-Board recommendation information, as follows:
 - Pro-Board recommendation - Possible entry for each Designator - field characteristics as follows:
 - Read rights - all Users hierarchically associated with the KIT.
 - Edit rights - data populated based upon action taken by the Pro-Board work group; this is not a text-entry field.
 - Data population possibilities as follows:
 - A - Alternate
 - N - No
 - H - Hold - Information required
 - T - Table - No Information needed
 - X - Not Basic Eligibility Requirement (BER)
 - Y - Yes
 - Pro-Board recommendation date - Possible date display for each Designator - field characteristics as follows:
 - Read rights - all Users hierarchically associated with the KIT.
 - Edit rights - data populated based upon date / time stamp associated with the action of Pro-Board recommendation; this is not a text-entry field.
 - Displayed as DDMMYYYY

4.7 Appendix G: Kit Field Validation

- Accession Type (at least one)
- Designator (at least one)
- Prefix
- First name
- Middle name
- Last name
- Suffix
- Desired name
- SSN
- Street address
- Additional address information
- County
- City
- State
- ZIP Code
- Date of birth
- City of birth
- State of birth
- Country of birth
- Citizenship classification
- Dual citizenship
- Gender
- Height
- Weight
- Maximum weight
- Body fat percentage
- Race
- Ethnicity
- Affinity group
- Marital status
- Dependents
- Undergraduate major
- Undergraduate degree type

- Undergraduate college name
- Undergraduate college ID
- Undergraduate college ZIP Code
- Undergraduate GPA
- Undergraduate degree date
- Reconsideration Kit

4.8 Appendix H: Applicant Final Selection Data

- NRC recommendation - field characteristics as follows:
 - Read rights - all Users hierarchically associated with the KIT.
 - Edit rights - data populated based upon Final Selection action taken by a member of the appropriate Division Director Work Group.
 - Data population possibilities as follows:
 - Y - Yes (recommended selection for Designator)
 - N - No (not recommended selection for Designator)
- Final Selection Accession Type - field characteristics as follows:
 - Read rights - all Users hierarchically associated with the KIT.
 - Edit rights - data populated based upon PM letter recommendation action taken by a member of the appropriate PM Work Group.
 - Data population possibilities, as follows:
 - GenOff
 - JAG
 - NUC
 - CWE
 - Fleet
 - Reserve DCO
 - NAVET
 - CTO
 - MC
 - DC
 - NC
 - MSC
 - Chaplain
- Final Selection Designator - field characteristics as follows:
 - Read rights - all Users hierarchically associated with the KIT.
 - Edit rights - data populated based upon PM letter recommendation action taken by a member of the appropriate PM Work Group.
 - Data population possibilities. See Appendix N: Designator Choices.
- Final Selection SSP - field characteristics as follows:
 - Read rights - all Users hierarchically associated with the KIT.
 - Edit rights - data populated based upon PM letter recommendation action taken by a member of the appropriate PM Work Group.
 - Data population possibilities - See Appendix O: Sub-specialty Choices.

- Final Selection result - field characteristics as follows:
 - Read rights - all Users hierarchically associated with the KIT.
 - Edit rights - data populated based upon the Division Director action of Final Selection; this is not a data-entry field.
 - Data population possibilities as follows:
 - S - Select
 - N - Non-Select
- Final Selection rank - field characteristics as follows:
 - Read rights - all Users hierarchically associated with the KIT
 - Edit rights - all HQ PM, Division Deputy Director, and Division Director Users who are members of the Work Group to which the KIT is currently assigned
 - Data selection options as follows:
 - Active ENS
 - Active LTJG
 - Active LT
 - Active LCDR
 - Active CDR
 - Active CAPT
 - Reserve ENS
 - Reserve LTJG
 - Reserve LT
 - Reserve LCDR
 - Reserve CDR
 - Reserve CAPT
- Final Selection date - field characteristics as follows:
 - Read rights - all Users hierarchically associated with the KIT.
 - Edit rights - data populated based upon date/time stamp of Final Selection action.
 - Displayed as DDMMYYYY.
- Final Selection FY - field characteristics as follows:
 - Read rights - all Users hierarchically associated with the KIT.
 - Edit rights - data populated based upon date/time stamp of Final Selection action.
 - Displayed as YYYY.

4.9 Appendix I: Enlistment and Commissioning Information Data

- Date COMDOCs package was sent to PERS 8 - field characteristics as follows:
 - Read rights - all Users hierarchically associated with the KIT.
 - Edit rights - all HQ Users who are members of the Work Group to which the KIT is currently assigned.
 - Numeric entry utilizing a calendar tool or some other automated method; displayed as DDMMYYYY.
- Orders requested date - field characteristics as follows:
 - Read rights - all Users hierarchically associated with the KIT.
 - Edit rights - all HQ Users who are members of the Work Group to which the KIT is currently assigned.
 - Numeric entry utilizing a calendar tool or some other automated method; displayed as DDMMYYYY.
- Enlistment date - field characteristics as follows:
 - Read rights - all Users hierarchically associated with the KIT.
 - Edit rights - all HQ Users who are members of the Work Group to which the KIT is currently assigned.
 - Numeric entry utilizing a calendar tool or some other automated method; displayed as DDMMYYYY.
- Commissioning date - field characteristics as follows:
 - Read rights - all Users hierarchically associated with the KIT.
 - Edit rights - all HQ Users who are members of the Work Group to which the KIT is currently assigned.
 - Numeric entry utilizing a calendar tool or some other automated method; displayed as DDMMYYYY.
- Enlistment pay grade - field characteristics as follows:
 - Read rights - all Users hierarchically associated with the KIT
 - Edit rights - all HQ Users who are members of the Work Group to which the KIT is currently assigned
 - Data selection options as follows:
 - 3 - E3
 - 4 - E4
 - 5 - E5
 - 6 - E6
 - 7 - E7
 - 8 - E8
 - 9 - E9

- Commissioning pay grade - field characteristics as follows:
 - Read rights - all Users hierarchically associated with the KIT.
 - Edit rights - all HQ Users who are members of the Work Group to which the KIT is currently assigned.
 - Data selection options as follows:
 - 10 - ENS
 - 11 - LTJG
 - 12 - LT
 - 13 - LCDR
 - 14 - CDR
 - 15 - CAPT

4.10 Appendix J: OCS and ODS Information Field Data

- School type - field characteristics as follows:
 - Read rights - all Users hierarchically associated with the KIT.
 - Edit rights - all HQ Users who are members of the Work Group to which the KIT is currently assigned.
 - Data selection options as follows:
 - OCS
 - ODS
- Ship date - field characteristics as follows:
 - Read rights - all Users hierarchically associated with the KIT.
 - Edit rights - all HQ Users who are members of the Work Group to which the KIT is currently assigned.
 - Numeric entry utilizing a calendar tool or some other automated method; displayed as DDMMYYYY.

4.11 Appendix K: Applicant Collegiate and OCS Management Fields Data

- Mailing address information - field characteristics as follows:
 - Read rights - all Users hierarchically associated with the KIT.
 - Edit rights - all HQ Users who are members of the Collegiate Work Group.
 - Data entry fields as follows:
 - Street address
 - Addition address information
 - City
 - County
 - State
 - ZIP Code
- Home of record - field characteristics as follows:
 - Read rights - all Users hierarchically associated with the KIT.
 - Edit rights - all HQ Users who are members of the Collegiate Work Group.
 - Data entry fields as follows:
 - City of record
 - State of record
- E-Mail address - field characteristics as follows:
 - Read rights - all Users hierarchically associated with the KIT.
 - Edit rights - all HQ Users who are members of the Collegiate Work Group.
 - Text entry
 - The system shall display the Applicant's E-Mail address as a hyperlink that shall be compatible with MS Outlook and, when selected, shall facilitate the creation of an E-Mail destined for the Applicant.

Latest N3M information, as follows (NOTE: Initially, the system shall populate these fields with the Final Selection Designator's associated N3M information, though alteration of the Collegiate tab N3M fields shall not alter data in the Processing tab N3M fields).

- Latest N3M determination - field characteristics as follows:
 - Read rights - all Users hierarchically associated with the KIT.
 - Edit rights - all HQ Users who are members of the Collegiate Work Group.
 - Data selection options as follows – Possible entry for each Designator, options as follows:
 - PQ
 - PQW
 - TNPQ
 - NPQ

- Latest N3M letter date - Required entry for each entered N3M determination, field characteristics as follows:
 - Read rights - all Users hierarchically associated with the KIT.
 - Edit rights - all HQ Users who are members of the Collegiate Work Group.
 - Numeric entry utilizing a calendar tool or some other automated method; displayed as DDMMYYYY.
- N3M notes - Possible entry for each entered N3M determination, field characteristics as follows:
 - Read rights - all Users hierarchically associated with the KIT.
 - Edit rights - all HQ Users who are members of the Collegiate Work Group.
 - Delete rights - the system shall provide authorized HQ-level Users only the ability to delete previously entered and saved notes.
 - Text entry
- OCS and ODS information, as follows:
 - School type - field characteristics as follows:
 - Read rights - all Users hierarchically associated with the KIT.
 - Edit rights - all HQ Users who are members of the Collegiate Work Group.
 - Data selection options as follows:
 - OCS
 - ODS
 - Ship date - field characteristics as follows:
 - Read rights - all Users hierarchically associated with the KIT.
 - Edit rights - all HQ Users who are members of the Collegiate Work Group.
 - Numeric entry utilizing a calendar tool or some other automated method; displayed as DDMMYYYY.
- Current enrollment information, as follows:
 - Type of program - field characteristics as follows:
 - Read rights - all Users hierarchically associated with the KIT.
 - Edit rights - all HQ Users who are members of the Collegiate Work Group.
 - Data selection options as follows:
 - Baccalaureate Degree Completion Program (BDCP)
 - Health Services Collegiate Program (HSCP)
 - CEC
 - NUPOC
 - Chaplain Applicant Program Officer (CCPO)
 - Projected graduation date - field characteristics as follows:
 - Read rights - all Users hierarchically associated with the KIT.
 - Edit rights - all HQ Users who are members of the Collegiate Work Group.
 - Numeric entry utilizing a calendar tool or some other automated method; displayed as DDMMYYYY.

- Actual graduation date - field characteristics as follows:
 - Read rights - all Users hierarchically associated with the KIT.
 - Edit rights - all HQ Users who are members of the Collegiate Work Group.
 - Numeric entry utilizing a calendar tool or some other automated method; displayed as DDMMYYYY.
- Collegiate Management Report (CMR) information, as follows:
 - Last CMR date - field characteristics as follows:
 - Read rights - all Users hierarchically associated with the KIT.
 - Edit rights - all HQ Users who are members of the Collegiate Work Group.
 - Numeric entry utilizing a calendar tool or some other automated method; displayed as DDMMYYYY.
 - School - field characteristics as follows:
 - Read rights - all Users hierarchically associated with the KIT.
 - Edit rights - all HQ Users who are members of the Collegiate Work Group.
 - Text entry.
 - Degree - field characteristics as follows:
 - Read rights - all Users hierarchically associated with the KIT.
 - Edit rights - all HQ Users who are members of the Collegiate Work Group.
 - Text entry
 - Specialty - field characteristics as follows:
 - Read rights - all Users hierarchically associated with the KIT.
 - Edit rights - all HQ Users who are members of the Collegiate Work Group.
 - Data selection options as follows:
 - Allopathic medicine
 - Audiology
 - Doctor of Dental Surgery (DDS)
 - Dietetics
 - Doctor of Dental Medicine (DMD)
 - Doctor of Osteopathy (DO)
 - Entomology
 - Environmental health
 - Health Care Administrator (HCA)
 - Industrial hygiene
 - Occupational therapy
 - Physician's Assistant (PA)
 - Pharmacy
 - Physics
 - Podiatry
 - Social work

- Cumulative GPA - field characteristics as follows:
 - Read rights - all Users hierarchically associated with the KIT.
 - Edit rights - all HQ Users who are members of the Collegiate Work Group.
 - Text entry
- GPA semester - field characteristics as follows:
 - Read rights - all Users hierarchically associated with the KIT.
 - Edit rights - all HQ Users who are members of the Collegiate Work Group.
 - Text entry
- Physical Readiness Test (PRT) results - field characteristics as follows:
 - Read rights - all Users hierarchically associated with the KIT.
 - Edit rights - all HQ Users who are members of the Collegiate Work Group.
 - Data selection options as follows:
 - Pass
 - Fail

Latest PFA information, as follows (NOTE: Initially, the system shall populate these fields with the original PFA information from the Processing tab, though alteration of the Collegiate tab PFA fields shall not alter data in the Processing tab PFA fields).

- Height - field characteristics as follows:
 - Read rights - all Users hierarchically associated with the KIT.
 - Edit rights - all Users who are members of the Collegiate Work Group.
 - Numeric entry utilizing some automated method; displayed in inches.
- Weight - field characteristics as follows:
 - Read rights - all Users hierarchically associated with the KIT.
 - Edit rights - all HQ Users who are members of the Collegiate Work Group.
 - Numeric entry utilizing some automated method; displayed in pounds.
- Maximum weight - field characteristics as follows:
 - Read rights - all Users hierarchically associated with the KIT.
 - Edit rights - all HQ Users who are members of the Collegiate Work Group.
 - Numeric entry utilizing some automated method; displayed in pounds.
- Body fat percentage - field characteristics as follows:
 - Read rights - all Users hierarchically associated with the KIT.
 - Edit rights - all HQ Users who are members of the Collegiate Work Group.
 - Numeric entry utilizing some automated method; displayed as a percentage between 0 and 100.
- Degree Completion Plan (DCP) date - field characteristics as follows:
 - Read rights - all Users hierarchically associated with the KIT.
 - Edit rights - all HQ Users who are members of the Collegiate Work Group.
 - Displayed as DDMMYYYY.
- Date of advancement - field characteristics as follows:
 - Read rights - all Users hierarchically associated with the KIT.

- Edit rights - all HQ Users who are members of the Collegiate Work Group.
 - Displayed as DDMMYYYY.
- Advancement reason - field characteristics as follows:
 - Read rights - all Users hierarchically associated with the KIT.
 - Edit rights - all HQ Users who are members of the Collegiate Work Group.
 - Data selection options as follows:
 - 1 Year CEC
 - Dean's List
 - Graduate
 - Referral
- Current pay grade - field characteristics as follows:
 - Read rights - all Users hierarchically associated with the KIT.
 - Edit rights - all HQ Users who are members of the Collegiate Work Group.
 - Data selection options as follows:
 - E3
 - E4
 - E5
 - E6
 - E7
- College attrite type - field characteristics as follows:
 - Read rights - all Users hierarchically associated with the KIT.
 - Edit rights - all HQ Users who are members of the Collegiate Work Group.
 - Data selection options as follows:
 - Academic
 - Discipline
 - Hardship
 - Other
 - Physical
 - Unsuitable
- College attrite date - field characteristics as follows:
 - Read rights - all Users hierarchically associated with the KIT.
 - Edit rights - all HQ Users who are members of the Collegiate Work Group.
 - Displayed as DDMMYYYY.
- Collegiate management notes - field characteristics as follows:
 - Read rights - all Users hierarchically associated with the KIT.
 - Edit rights - all HQ Users who are members of the Collegiate Work Group.
 - Displayed as DDMMYYYY.

4.12 Appendix L: Applicant NAVET Status Information and Billet Information Field Data

Applicant NAVET Status Information Field Data

- Date the Kit is sent by the NRD to PERS 911 - field characteristics as follows:
 - Read rights - all Users hierarchically associated with the KIT.
 - Edit rights - all HQ-level Users who are members of the Work Group to which the KIT is currently assigned.
 - Numeric entry utilizing a calendar tool or some other automated method; displayed as DDMMYYYY.
- PERS 911 recommendation - field characteristics as follows:
 - Read rights - all Users hierarchically associated with the KIT.
 - Edit rights - all HQ-level Users who are members of the Work Group to which the KIT is currently assigned.
 - Data selection options as follows:
 - Recommended
 - Not Recommended

Applicant Billet Information Field Data

- Requested Navy Readiness Activity (NRA) - field characteristics as follows:
 - Read rights - all Users hierarchically associated with the KIT.
 - Edit rights - all Users who are members of the Work Group to which the KIT is currently assigned.
 - Text entry
- Requested Reserve Billet Sequence Code (RBSC) - field characteristics as follows:
 - Read rights - all Users hierarchically associated with the KIT.
 - Edit rights - all Users who are members of the Work Group to which the KIT is currently assigned.
 - Text entry
- Requested Reserve Unit Identification Code (RUIC) - field characteristics as follows:
 - Read rights - all Users hierarchically associated with the KIT.
 - Edit rights - all Users who are members of the Work Group to which the KIT is currently assigned.
 - Text entry
- Requested Active Unit Identification Code (AUIC) - field characteristics as follows:
 - Read rights - all Users hierarchically associated with the KIT.
 - Edit rights - all Users who are members of the Work Group to which the KIT is currently assigned.
 - Text entry

- Applicant fully mobilizable? - field characteristics as follows:
 - Read rights - all Users hierarchically associated with the KIT.
 - Edit rights - all Users who are members of the Work Group to which the KIT is currently assigned.
 - Data selection options as follows:
 - Yes
 - No
- Restricted Billet? - field characteristics as follows:
 - Read rights - all Users hierarchically associated with the KIT.
 - Edit rights - all Users who are members of the Work Group to which the KIT is currently assigned.
 - Data selection options as follows:
 - Yes
 - No
- Meet Reserve Functional Area and Sex Code (RFAS) codes? - field characteristics as follows:
 - Read rights - all Users hierarchically associated with the KIT.
 - Edit rights - all Users who are members of the Work Group to which the KIT is currently assigned.
 - Data selection options as follows:
 - Yes
 - No
- Flying qualification current? - field characteristics as follows:
 - Read rights - all Users hierarchically associated with the KIT.
 - Edit rights - all Users who are members of the Work Group to which the KIT is currently assigned.
 - Data selection options as follows:
 - Yes
 - No
- Requested in Assignment Processing (IAP) / Cross assign (Ca)? - field characteristics as follows:
 - Read rights - all Users hierarchically associated with the KIT
 - Edit rights - all Users who are members of the Work Group to which the KIT is currently assigned.
 - Data selection options as follows:
 - Yes
 - No

- Billet notes - field characteristics as follows:
 - Read rights - all Users hierarchically associated with the KIT.
 - Edit rights - all Users who are members of the Work Group to which the KIT is currently assigned.
 - Delete rights - the system shall provide authorized HQ-level Users only the ability to delete previously entered and saved notes.

4.13 Appendix M: Undergraduate and Graduate Degree Majors

Accounting
Accounting and Marketing
Aerodynamics
Aeronautical Engineering
Aeronautical Management Technical / Professional Flight
Aeronautics
Aerospace Engineering
Agriculture and Biological Engineering
Agriculture Economics
Anthropology
Applied Health Science
Applied Math and Physics
Applied Physics
Architecture Engineering
Art History
Athletic Training

Audiology
Aviation Administration
Aviation Flight Technology
Aviation Operations
Aviation Professional Flight
Aviation Technology
Aviation / Pilot
Bio-Chemistry
Bio-Engineering
Bio-Science
Biology
Biomedical Engineering
Business
Business Accounting
Business administration
Business Economics
Business Management

Business Marketing
Chemical and Nuclear Engineering
Chemical Engineering
Chemistry
Children and Youth
Civil and Environmental Engineering
Civil Engineering
Civil Engineering and Construction Management
Civil engineering / math
Civil Environmental Engineering
Commercial Aviation
Communications
Computer Engineering
Computer Information Systems
Computer Science
Construction Engineering
Construction Science

Criminology
Doctor of Dental Medicine
Doctor of Dental Surgery
Doctor of Medicine
Doctor of Osteopathy
Economics
Economics and Finance
Electrical Engineering
Electrical / Computer Engineering
Engineering
Engineering Management
Engineering Physics
Engineering
English
Entomology
Environmental Engineering
Environmental Health

Exercise Science
Experimental Psychology
Finance
Foreign Language
Forestry
French Communications
General Business
General Engineering
Geography
Geomatics
Graphic Printing Science
Health Care Administration
Health Care Management
Health Organization Management
Health Science
Health Services Management
Health System Management

History
History and Political Science
Homeland Security
Human Resource Management
Industrial Engineering
Industrial Hygiene
Information Technology
Inorganic Chemistry
Intelligence
International Finance and Marketing
International Relations
International Studies
Investment Finance
Justice Studies
Language Management
Legal Studies
Liberal Studies

Master of Science in Industrial Engineering and Management
Management
Management and Marketing
Marine Science
Marine Transportation
Marketing
Masters in Health Service
Material Science and Engineering
Math and Science
Mathematics
Mechanical and Nuclear Engineering
Mechanical and Aerospace Engineering
Mechanical Engineering
Mechanical Engineering / Mathematics
Mechanical Engineering Technology
Neuroscience and Behavior
Nuclear and Radiological Engineering

Nuclear and Electrical Engineering
Nuclear Engineering
Nutrition
Occupational Environment Management
Occupational Therapy
Operations Management
Organizational Leadership
Osteopathic Medicine
Paper Science and Engineering
Pharmacological Chemistry
Pharmacy
Philosophy
Physical Education
Physician Assistant
Physics
Physics / Astronomy
Physics / Mathematics

Physics / Mathematics / Chemistry
Physics / Spanish
Podiatry
Political Science
Political Science and Globalization
Professional Aeronautics
Professional Pilot
Psychology
Public Health
Public Health Management and Policy
Public Relations and Physics
Resource Conservancy
Russian Intelligence
Secondary Education Mathematics
Security and Risk Analysis
Social Work
Sociology

Spanish
Speech and Communication
Surveying Engineering
Teaching and Coaching
Technology Management Logistics
Theater and Economics
Wildlife / Wild Lands Conservation
Zoology

4.14 Appendix N: Designator Choices

Designator Code	Designator Description	Accession Type	Accession Path
19450	Chaplain Applicant Program Officer (CCPO) Chaplain student	Chaplain Corps	Commission as IRR → Collegiate / ODS → supersede 41002 or 41052
41000	Chaplain Direct Appointment (DA)	Chaplain Corps	Commission → ODS
41001	Chaplain Recall	Chaplain Corps	Commission
41002	Active Chaplain Supersede	Chaplain Corps	Commission → ODS, if required
41050	Reserve Chaplain	Chaplain Corps	Commission → ODS
41052	Reserve Chaplain Supersede	Chaplain Corps	Commission → ODS, if required
1460	Engineering Duty Officer (EDO) Submarine Engineering Graduate Accessions (SEGA)	CWE	Commission as IRR → Collegiate → ODS
1840	Cyber Warfare Engineer (CWE)	CWE	Commission as IRR → Collegiate → ODS
19250	DC Student (STU)	Dental Corps	Commission as IRR → NMMPT / ODS
19251	DC STU (Year [Yr] 1)	Dental Corps	Commission as IRR → NMMPT / ODS

Designator Code	Designator Description	Accession Type	Accession Path
19252	DC STU (Yr 2)	Dental Corps	Commission as IRR → NMMPTE / ODS
19253	DC STU (Yr 3)	Dental Corps	Commission as IRR → NMMPTE / ODS
19254	DC STU (Yr 4)	Dental Corps	Commission as IRR → NMMPTE / ODS
19850	DC Health Profession Scholarship Program (HPSP)	Dental Corps	Commission as IRR → NMMPTE / ODS
19851	DC HPSP (Yr 1)	Dental Corps	Commission as IRR → NMMPTE / ODS
19852	DC HPSP (Yr 2)	Dental Corps	Commission as IRR → NMMPTE / ODS
19853	DC HPSP (Yr 3)	Dental Corps	Commission as IRR → NMMPTE / ODS
19854	DC HPSP (Yr 4)	Dental Corps	Commission as IRR → NMMPTE / ODS
22000	DC	Dental Corps	Commission → ODS, if required
22001	DC Recall	Dental Corps	Commission
22007	DC HSCP	Dental Corps	Enlist → Collegiate → Commission → ODS

Designator Code	Designator Description	Accession Type	Accession Path
22009	STU (Non Us Citizen) Military Accession Vital to National Interest (MAVNI) DC	Dental Corps	Enlist → Collegiate / Citizenship → Commission → ODS
22050	Reserve DC	Dental Corps	Commission → ODS, if required
22053	DC Financial Assistance Program (FAP)	Dental Corps	Enlist → Collegiate → Commission → ODS
11600	SWO	General Officer or Fleet	Enlist → OCS → Commission
11602	SWO-Engineering Duty Officer (EDO)	General Officer or Fleet	Enlist → OCS → Commission
11603	SWO-Information Professional (IP)	General Officer or Fleet	Enlist → OCS → Commission
11604	SWO-Oceanographer (OCEANO)	General Officer or Fleet	Enlist → OCS → Commission
11605	SWO-Information Warfare (IW)	General Officer or Fleet	Enlist → OCS → Commission
11607	Baccalaureate Degree Completion Program (BDCP) SWO	General Officer or Fleet	Enlist → Collegiate → OCS → Commission
11800	SPEC WAR – SEAL	General Officer or Fleet	Enlist → OCS → Commission

Designator Code	Designator Description	Accession Type	Accession Path
11807	BDCP SPEC WAR (SEAL)	General Officer or Fleet	Enlist → Collegiate → OCS → Commission
11900	SPEC OPS – EOD	General Officer or Fleet	Enlist → OCS → Commission
11907	SPEC OPS – EOD BDCP	General Officer or Fleet	Enlist → Collegiate → OCS → Commission
13700	NFO	General Officer or Fleet	Enlist → OCS → Commission
13707	NFO BDCP	General Officer or Fleet	Enlist → Collegiate → OCS → Commission
13900	Pilot	General Officer or Fleet	Enlist → OCS → Commission
13907	Pilot BDCP	General Officer or Fleet	Enlist → Collegiate → OCS → Commission
14601	EDO	General Officer or Fleet	Enlist → OCS → Commission
14607	EDO SWO BDCP	General Officer or Fleet	Enlist → Collegiate → OCS → Commission
15200	Aviation Maintenance Duty Officer (AMDO)	General Officer or Fleet	Enlist → OCS → Commission
15207	AMDO BDCO	General Officer or Fleet	Enlist → Collegiate → OCS → Commission

Designator Code	Designator Description	Accession Type	Accession Path
16300	Intelligence (INTEL)	General Officer or Fleet	Enlist → OCS → Commission
16307	INTEL BDCP	General Officer or Fleet	Enlist → Collegiate → OCS → Commission
16400	IW	General Officer or Fleet	Enlist → OCS → Commission
16407	IW BDCP	General Officer or Fleet	Enlist → Collegiate → OCS → Commission
16500	Public Affairs Officer (PAO)	General Officer or Fleet	Enlist → OCS → Commission
16507	PAO BDCP	General Officer or Fleet	Enlist → Collegiate → OCS → Commission
18000	Meteorological and Oceanographic (METOC)	General Officer or Fleet	Enlist → OCS → Commission
18007	METOC BDCP	General Officer or Fleet	Enlist → Collegiate → OCS → Commission
18600	SWO-METOC	General Officer or Fleet	Enlist → OCS → Commission
31000	Supply Corps (SUPPLY)	General Officer or Fleet	Enlist → OCS → Commission
31007	SUPPLY BDCP	General Officer or Fleet	Enlist → Collegiate → OCS → Commission

Designator Code	Designator Description	Accession Type	Accession Path
51000	Civil Engineering Corps (CEC) DA	General Officer or Fleet	Enlist → OCS → Commission
51001	CEC Collegiate	General Officer or Fleet	Enlist → Collegiate → OCS → Commission
51007	CEC BDCP	General Officer or Fleet	Enlist → Collegiate → OCS → Commission
116027	SWO-EDO DCO	General Officer or Fleet	Enlist → OCS → Commission
116037	SWO-IP DCO	General Officer or Fleet	Enlist → OCS → Commission
116047	SWO-OCEANO DC	General Officer or Fleet	Enlist → OCS → Commission
116057	SWO-IW DCO	General Officer or Fleet	Enlist → OCS → Commission
19550	STU JAG	JAG	Commission as IRR → Collegiate → ODS
25000	JAG	JAG	Commission → ODS
19750	MC Health Profession Scholarship Program (HPSP)	Medical Corps	Commission in IRR → NMMPT / ODS
19751	MC HPSP (Yr 1)	Medical Corps	Commission in IRR → NMMPT / ODS

Designator Code	Designator Description	Accession Type	Accession Path
19752	MC HPSP (Yr 2)	Medical Corps	Commission in IRR → NMMPTTE / ODS
19753	MC HPSP (Yr 3)	Medical Corps	Commission in IRR → NMMPTTE / ODS
19754	MC HPSP (Yr 4)	Medical Corps	Commission in IRR → NMMPTTE / ODS
21000	MC	Medical Corps	Commission → ODS
21001	MC Recall	Medical Corps	Commission
21007	MC Health Services Collegiate Program (HSCP)	Medical Corps	Enlist → Collegiate → Commission → ODS
21009	DA (Non Us Citizen) MAVNI MC	Medical Corps	Enlist → Citizenship → Commission → ODS
21050	Reserve MC	Medical Corps	Commission → ODS, if required
21053	MC Financial Assistance Program (FAP)	Medical Corps	Commission in IRR → NMMPTTE / ODS
19950	MSC HPSP	Medical Services Corps	Commission in IRR → NMMPTTE / ODS
19951	MSC HPSP (Yr 1)	Medical Services Corps	Commission in IRR → NMMPTTE / ODS
19952	MSC HPSP (Yr 2)	Medical Services Corps	Commission in IRR → NMMPTTE / ODS

Designator Code	Designator Description	Accession Type	Accession Path
19953	MSC HPSP (Yr 3)	Medical Services Corps	Commission in IRR → NMMPTTE / ODS
19954	MSC HPSP (Yr 4)	Medical Services Corps	Commission in IRR → NMMPTTE / ODS
23000	MSC	Medical Services Corps	Commission → ODS, if required
23001	MSC Recall	Medical Services Corps	Commission
23007	MSC HSCP	Medical Services Corps	Enlist → Collegiate → Commission → ODS
23050	Reserve MSC	Medical Services Corps	Commission
11150	Reserve Surface Warfare Officer (SWO)	NAVET	Commission
11250	Reserve Submarine Warfare	NAVET	Commission
31050	Reserve SUPPLY NAVET	NAVET	Commission
11601	SWO NUPOC	NUC	Enlist → Collegiate → OCS → Commission
11701	Submarine (SUB) NUPOC	NUC	Enlist → Collegiate → OCS → Commission
12101	NUPOC Nuclear Power Instructor (NPI)	NUC	Enlist → Collegiate → Commission → ODS

Designator Code	Designator Description	Accession Type	Accession Path
12201	NUPOC Naval Reactors Engineer (NRE)	NUC	Enlist → Collegiate → Commission → ODS
29000	NC	Nurse Corps	Commission → ODS
29001	NC Recall	Nurse Corps	Commission
29002	NCP	Nurse Corps	Commission in IRR → NMMPTTE / ODS
29009	DA (Non Us Citizen) MAVNI NC	Nurse Corps	Enlist → Citizenship → Commission → ODS
29050	Reserve NC	Nurse Corps	Commission → ODS, if required
290029	STU (Non Us Citizen) MAVNI NC	Nurse Corps	Enlist → Collegiate / Citizenship → Commission → ODS
14650	Reserve EDO-DCO	Reserve DCO	Commission
31650	Reserve SUPPLY DCO	Reserve DCO	Commission
1815	Reserve IW	Reserve DCO or NAVET	Commission
1825	Reserve IP	Reserve DCO or NAVET	Commission
11050	Reserve Fleet Support	Reserve DCO or NAVET	Commission

Designator Code	Designator Description	Accession Type	Accession Path
11350	Reserve Special Warfare (SPEC WAR) – Sea, Air, and Land (SEAL)	Reserve DCO or NAVET	Commission
11450	Reserve Special Operations (SPEC OPS) – Explosive Ordnance Disposal (EOD)	Reserve DCO or NAVET	Commission
12050	Reserve Human Resources	Reserve DCO or NAVET	Commission
13050	Reserve Unrestricted Line (URL) – Aviation	Reserve DCO or NAVET	Commission
13150	Reserve Pilot	Reserve DCO or NAVET	Commission
13250	Reserve Naval Flight Officer (NFO)	Reserve DCO or NAVET	Commission
14450	Reserve EDO	Reserve DCO or NAVET	Commission
15150	Reserve Aerospace Engineering Duty Officer (AEDO)	Reserve DCO or NAVET	Commission
15250	Reserve AMDO	Reserve DCO or NAVET	Commission
16250	Reserve Merchant Marine Reserve (MMR)-Deck	Reserve DCO or NAVET	Commission
16350	Reserve Intel	Reserve DCO or NAVET	Commission
16450	Reserve INFO WAR	Reserve DCO or NAVET	Commission

Designator Code	Designator Description	Accession Type	Accession Path
16550	Reserve PAO	Reserve DCO or NAVET	Commission
16650	Reserve MMR-Deck and Engineering	Reserve DCO or NAVET	Commission
16750	Reserve MMR-Engineering	Reserve DCO or NAVET	Commission
16950	Reserve MMR-Communications	Reserve DCO or NAVET	Commission
18050	Reserve METOC	Reserve DCO or NAVET	Commission
25050	Reserve JAG	Reserve DCO or NAVET	Commission
51050	Reserve CEC	Reserve DCO or NAVET	Commission

4.15 Appendix O: Sub-specialty Choices

SSP Code	Description	Accession Type	Designators
15A0	Aviation Medicine	MC	21000, 21001, 21007, 21050, 21053
15B0	Anesthesia, General	MC	21000, 21001, 21007, 21050, 21053
15C0	Surgery, General	MC	21000, 21001, 21007, 21050, 21053
15C1	Surgery, Subspecialty	MC	21000, 21001, 21007, 21050, 21053
15C1 6C1	Peripheral Vascular Surgery	MC	21000, 21001, 21007, 21050, 21053
15C1 6CD	Thoracic / Cardiovascular	MC	21000, 21001, 21007, 21050, 21053
15C1 6CE	Colon Rectal Surgeon	MC	21000, 21001, 21007, 21050, 21053
15C1 6CJ	Plastic Surgeon	MC	21000, 21001, 21007, 21050, 21053
15C1 6CM	Trauma Surgeon	MC	21000, 21001, 21007, 21050, 21053
15D0	Neurological Surgery, General	MC	21000, 21001, 21007, 21050, 21053

SSP Code	Description	Accession Type	Designators
15E0	Obstetrics / Gynecology, General	MC	21000, 21001, 21007, 21050, 21053
15F0	General Medicine	MC	21000, 21001, 21007, 21050, 21053
15G	Ophthalmology	MC	21000, 21001, 21007, 21050, 21053
15H	Orthopedic Surgeon	MC	21000, 21001, 21007, 21050, 21053
15I	Otolaryngology	MC	21000, 21001, 21007, 21050, 21053
15J0	Urology, General	MC	21000, 21001, 21007, 21050, 21053
15K0	Preventative Medicine, General	MC	21000, 21001, 21007, 21050, 21053
15K2	Occupational Medicine, General	MC	21000, 21001, 21007, 21050, 21053
15M	Pathology	MC	21000, 21001, 21007, 21050, 21053
16N0	Dermatology, General	MC	21000, 21001, 21007, 21050, 21053
16P	Emergency Medicine	MC	21000, 21001, 21007, 21050, 21053

SSP Code	Description	Accession Type	Designators
16Q0	Family Practice, General	MC	21000, 21001, 21007, 21050, 21053
16R1	Internal Medicine, Subspecialty	MC	21000, 21001, 21007, 21050, 21053
16R1 62C	Critical Care Internist	MC	21000, 21001, 21007, 21050, 21053
16R1 6RG	Cardiovascular Internist	MC	21000, 21001, 21007, 21050, 21053
16R1 6RP	Infectious Disease	MC	21000, 21001, 21007, 21050, 21053
16R1 6RQ	Nephrology	MC	21000, 21001, 21007, 21050, 21053
16R1 6RR	Pulmonology	MC	21000, 21001, 21007, 21050, 21053
16R1 6RL	Gastroenterology	MC	21000, 21001, 21007, 21050, 21053
16T	Neurology	MC	21000, 21001, 21007, 21050, 21053
16U	Undersea Medicine	MC	21000, 21001, 21007, 21050, 21053
16V	Pediatrics	MC	21000, 21001, 21007, 21050, 21053

SSP Code	Description	Accession Type	Designators
16X0	Psychiatry, General	MC	21000, 21001, 21007, 21050, 21053
16Y0	Diagnostic Radiology	MC	21000, 21001, 21007, 21050, 21053
1700	Military Dentist	DC	All DC Designators
1710	Endodontist	DC	All DC Designators
1725	Comprehensive Dentist	DC	All DC Designators
1730	Maxillofacial Prosthetician	DC	All DC Designators
1735	Orthodontist	DC	All DC Designators
1740	Operative Dentist	DC	All DC Designators
174	Oral Diagnostician	DC	All DC Designators
1750	Oral Surgeon	DC	All DC Designators
1750V	Exodontist	DC	All DC Designators
1769	Prosthodontist	DC	All DC Designators
1775	Public Health Dentistry	DC	All DC Designators
1780	Oral Pathology	DC	All DC Designators

SSP Code	Description	Accession Type	Designators
1785V	Oral Facial Pain	DC	All DC Designators
1790	Dental Research	DC	All DC Designators
1795	Pediatric Dentist	DC	All DC Designators
1800	Health Care Administrator	MSC	23000, 23001, 23007, 23050
1801	Patient Administrator	MSC	All MSC Designators
1802	Material Logistics Management	MSC	All MSC Designators
1803	Information Systems	MSC	All MSC Designators
1804	Medical Construction Liaison (LIA)	MSC	All MSC Designators
1805	Plans, Operations, and Medical Intelligence	MSC	All MSC Designators
1806	Health Care Management	MSC	All MSC Designators
1810	Biochemistry	MSC	All MSC Designators
1815	Microbiology	MSC	All MSC Designators
1825	Radiation Health	MSC	All MSC Designators
1835	Physiology	MSC	All MSC Designators

SSP Code	Description	Accession Type	Designators
1836	Aerospace Physiology	MSC	All MSC Designators
1840	Clinical Psychology Workforce	MSC	All MSC Designators
1841	Clinical Psychology Intern	MSC	All MSC Designators
1842	Clinical Psychology Uniformed Services University of Health Sciences (USUHS)	MSC	All MSC Designators
1844	Aerospace Experimental Psychology	MSC	All MSC Designators
1845	Research Psychology	MSC	All MSC Designators
1850	Entomology	MSC	All MSC Designators
1860	Environmental Health	MSC	All MSC Designators
1861	Industrial Hygiene	MSC	All MSC Designators
1862	Audiology	MSC	All MSC Designators
1865	Medical Technology	MSC	All MSC Designators
1870	Social Work	MSC	All MSC Designators
1873	Physical Therapy	MSC	All MSC Designators
1874	Occupational Therapy	MSC	All MSC Designators

SSP Code	Description	Accession Type	Designators
1876	Clinical Dietetics	MSC	All MSC Designators
1880	Optometry	MSC	All MSC Designators
1887	Pharmacy, General	MSC	All MSC Designators
1888	Pharmacy, Clinical	MSC	All MSC Designators
1892	Podiatry	MSC	All MSC Designators
1893	Physician Assistant	MSC	All MSC Designators
1900	Administrative Staff Nurse	NC	29000, 29001, 29002, 29050
1903	Nursing Education	NC	29000, 29001, 29002, 29050
1910	Medical-Surgical	NC	All NC Designators
1920	Maternal-Infant	NC	All NC Designators
1922	Pediatric Nursing	NC	All NC Designators
1930	Psychiatric Nursing	NC	All NC Designators
1940	Community Health	NC	All NC Designators
1945	Emergency / Trauma	NC	All NC Designators
1960	Critical Care Nurse	NC	All NC Designators

SSP Code	Description	Accession Type	Designators
1964	Neonatal Critical Care	NC	All NC Designators
1972	Nurse Anesthesia	NC	All NC Designators
1974	Pediatric Nurse Practitioner	NC	All NC Designators
1976	Family Nurse Practitioner	NC	All NC Designators
1980	Women's Health Nurse Practitioner	NC	All NC Designators
1981	Nurse Midwife	NC	All NC Designators
AC	Advent Christian Church	Chaplain Corps	41000, 41001, 41002, 41050, 41052
AJ	Jehovah's Witnesses	Chaplain Corps	41000, 41001, 41002, 41050, 41052
AN	Native American	Chaplain Corps	41000, 41001, 41002, 41050, 41052
AS	Seventh Day Adventist	Chaplain Corps	41000, 41001, 41002, 41050, 41052
AV	Adventist Churches	Chaplain Corps	41000, 41001, 41002, 41050, 41052
BA	American Baptist Churches in the USA	Chaplain Corps	41000, 41001, 41002, 41050, 41052

SSP Code	Description	Accession Type	Designators
BB	Baptist Churches	Chaplain Corps	41000, 41001, 41002, 41050, 41052
BC	Southern Baptist Convention	Chaplain Corps	41000, 41001, 41002, 41050, 41052
BF	Free Will Baptist Churches	Chaplain Corps	41000, 41001, 41002, 41050, 41052
BG	General Association of General Baptist Churches	Chaplain Corps	41000, 41001, 41002, 41050, 41052
BN	National Baptist Convention of America	Chaplain Corps	41000, 41001, 41002, 41050, 41052
BP	Progressive National Baptist	Chaplain Corps	41000, 41001, 41002, 41050, 41052
BR	General Association of Regular Baptist Churches	Chaplain Corps	41000, 41001, 41002, 41050, 41052
BT	American Baptist Conference	Chaplain Corps	41000, 41001, 41002, 41050, 41052
BU	National Baptist Convention, USA, Incorporated (Inc.)	Chaplain Corps	41000, 41001, 41002, 41050, 41052
CC	Catholic Churches	Chaplain Corps	41000, 41001, 41002, 41050, 41052
CR	Roman Catholic Church	Chaplain Corps	41000, 41001, 41002, 41050, 41052

SSP Code	Description	Accession Type	Designators
DL	Mormonism	Chaplain Corps	41000, 41001, 41002, 41050, 41052
DR	Reorganized Church of Latter Day Saints	Chaplain Corps	41000, 41001, 41002, 41050, 41052
EA	Anglican Catholic Church	Chaplain Corps	41000, 41001, 41002, 41050, 41052
EC	Episcopal Church	Chaplain Corps	41000, 41001, 41002, 41050, 41052
EE	Episcopal Churches	Chaplain Corps	41000, 41001, 41002, 41050, 41052
ER	Reformed Episcopal Church	Chaplain Corps	41000, 41001, 41002, 41050, 41052
FA	Independent Churches Affiliated	Chaplain Corps	41000, 41001, 41002, 41050, 41052
FB	Independent Fundamental Bible Church	Chaplain Corps	41000, 41001, 41002, 41050, 41052
FF	Fundamentalist Churches	Chaplain Corps	41000, 41001, 41002, 41050, 41052
FG	Associated Gospel Churches	Chaplain Corps	41000, 41001, 41002, 41050, 41052
GC	Christian Church and Churches of Christ	Chaplain Corps	41000, 41001, 41002, 41050, 41052

SSP Code	Description	Accession Type	Designators
GE	Christian Church – Disciples of Christ	Chaplain Corps	41000, 41001, 41002, 41050, 41052
GG	Restoration Churches	Chaplain Corps	41000, 41001, 41002, 41050, 41052
GT	Tioga River Christian Conference	Chaplain Corps	41000, 41001, 41002, 41050, 41052
GX	Church of Christ	Chaplain Corps	41000, 41001, 41002, 41050, 41052
HA	Church of God (Anderson, Indiana [IN])	Chaplain Corps	41000, 41001, 41002, 41050, 41052
HC	Churches of Christ in Christian Union	Chaplain Corps	41000, 41001, 41002, 41050, 41052
HH	Holiness Churches	Chaplain Corps	41000, 41001, 41002, 41050, 41052
HN	Church of the Nazarene	Chaplain Corps	41000, 41001, 41002, 41050, 41052
HS	Salvation Army	Chaplain Corps	41000, 41001, 41002, 41050, 41052
II	Islam	Chaplain Corps	41000, 41001, 41002, 41050, 41052
JJ	Judaism, Jewish	Chaplain Corps	41000, 41001, 41002, 41050, 41052

SSP Code	Description	Accession Type	Designators
KB	Baha'i Faith	Chaplain Corps	41000, 41001, 41002, 41050, 41052
KB	Buddhism	Chaplain Corps	41000, 41001, 41002, 41050, 41052
KH	Hinduism	Chaplain Corps	41000, 41001, 41002, 41050, 41052
KK	Eastern Religions	Chaplain Corps	41000, 41001, 41002, 41050, 41052
LE	Evangelical Lutheran Church in America	Chaplain Corps	41000, 41001, 41002, 41050, 41052
LL	Lutheran Churches	Chaplain Corps	41000, 41001, 41002, 41050, 41052
LM	Lutheran Church Missouri Synod	Chaplain Corps	41000, 41001, 41002, 41050, 41052
MC	Christian Methodist Episcopal Church	Chaplain Corps	41000, 41001, 41002, 41050, 41052
ME	African Methodist Episcopal Church	Chaplain Corps	41000, 41001, 41002, 41050, 41052
MM	Methodist Churches	Chaplain Corps	41000, 41001, 41002, 41050, 41052
MN	Free Methodist Church of North America	Chaplain Corps	41000, 41001, 41002, 41050, 41052

SSP Code	Description	Accession Type	Designators
MR	Moravian Churches	Chaplain Corps	41000, 41001, 41002, 41050, 41052
MU	United Methodist Church	Chaplain Corps	41000, 41001, 41002, 41050, 41052
MW	Wesleyan Church	Chaplain Corps	41000, 41001, 41002, 41050, 41052
MZ	African Methodist Episcopal Zion Church	Chaplain Corps	41000, 41001, 41002, 41050, 41052
NC	Christian, no denominational preference	Chaplain Corps	41000, 41001, 41002, 41050, 41052
NO	No Religious Preference	Chaplain Corps	41000, 41001, 41002, 41050, 41052
OE	Eastern Orthodox Churches	Chaplain Corps	41000, 41001, 41002, 41050, 41052
OO	Orthodox Churches	Chaplain Corps	41000, 41001, 41002, 41050, 41052
PA	Assemblies of God	Chaplain Corps	41000, 41001, 41002, 41050, 41052
PC	Church of God in Christ	Chaplain Corps	41000, 41001, 41002, 41050, 41052
PD	Full Gospel	Chaplain Corps	41000, 41001, 41002, 41050, 41052

SSP Code	Description	Accession Type	Designators
PF	International Church of the Foursquare Gospel	Chaplain Corps	41000, 41001, 41002, 41050, 41052
PG	Church of God of Prophecy	Chaplain Corps	41000, 41001, 41002, 41050, 41052
PH	Pentecostal Holiness Church, International (Int.)	Chaplain Corps	41000, 41001, 41002, 41050, 41052
PJ	Pentecostal Church of God	Chaplain Corps	41000, 41001, 41002, 41050, 41052
PP	Pentecostal Churches	Chaplain Corps	41000, 41001, 41002, 41050, 41052
PS	Open Bible Standard Churches, Inc.	Chaplain Corps	41000, 41001, 41002, 41050, 41052
PT	Church of God (Cleveland, Ohio [OH])	Chaplain Corps	41000, 41001, 41002, 41050, 41052
PU	United Pentecostal Church International	Chaplain Corps	41000, 41001, 41002, 41050, 41052
QB	Brethren Churches	Chaplain Corps	41000, 41001, 41002, 41050, 41052
QF	Friends, Quakers	Chaplain Corps	41000, 41001, 41002, 41050, 41052
QQ	European-Free Churches	Chaplain Corps	41000, 41001, 41002, 41050, 41052

SSP Code	Description	Accession Type	Designators
QS	Schwenkfelder Churches	Chaplain Corps	41000, 41001, 41002, 41050, 41052
RB	Cumberland Presbyterian Church	Chaplain Corps	41000, 41001, 41002, 41050, 41052
RC	Congregational Churches	Chaplain Corps	41000, 41001, 41002, 41050, 41052
RD	Christian Reformed Church in North America	Chaplain Corps	41000, 41001, 41002, 41050, 41052
RF	Reformed Church in America	Chaplain Corps	41000, 41001, 41002, 41050, 41052
RG	Churches of God, General Conference	Chaplain Corps	41000, 41001, 41002, 41050, 41052
RI	Presbyterian Church in America	Chaplain Corps	41000, 41001, 41002, 41050, 41052
RP	Presbyterian Church (USA)	Chaplain Corps	41000, 41001, 41002, 41050, 41052
RR	Reformed and Presbyterian Churches	Chaplain Corps	41000, 41001, 41002, 41050, 41052
RU	United Church of Christ	Chaplain Corps	41000, 41001, 41002, 41050, 41052
SC	Christian Science	Chaplain Corps	41000, 41001, 41002, 41050, 41052

SSP Code	Description	Accession Type	Designators
TN	Protestant, no denominational preference	Chaplain Corps	41000, 41001, 41002, 41050, 41052
TO	Protestant, other Churches	Chaplain Corps	41000, 41001, 41002, 41050, 41052
UU	Unitarian Universalist	Chaplain Corps	41000, 41001, 41002, 41050, 41052
VA	Asbury Bible Churches	Chaplain Corps	41000, 41001, 41002, 41050, 41052
VB	Plymouth Brethren	Chaplain Corps	41000, 41001, 41002, 41050, 41052
VE	Evangelical Covenant Churches	Chaplain Corps	41000, 41001, 41002, 41050, 41052
VF	Evangelical Free Churches of America	Chaplain Corps	41000, 41001, 41002, 41050, 41052
VM	Christian and Missionary Alliance	Chaplain Corps	41000, 41001, 41002, 41050, 41052
VP	Bible Protestant Church	Chaplain Corps	41000, 41001, 41002, 41050, 41052
VV	Evangelical Churches	Chaplain Corps	41000, 41001, 41002, 41050, 41052
XC	Iglesia Ni Cristo	Chaplain Corps	41000, 41001, 41002, 41050, 41052

SSP Code	Description	Accession Type	Designators
XJ	Churches of the New Jerusalem	Chaplain Corps	41000, 41001, 41002, 41050, 41052
XN	New Age Churches	Chaplain Corps	41000, 41001, 41002, 41050, 41052
XX	Unclassified religions	Chaplain Corps	41000, 41001, 41002, 41050, 41052
YW	Wicca (witchcraft)	Chaplain Corps	41000, 41001, 41002, 41050, 41052
YY	Magik and Spiritualist	Chaplain Corps	41000, 41001, 41002, 41050, 41052
ZA	Atheist	Chaplain Corps	41000, 41001, 41002, 41050, 41052
ZB	Agnostic	Chaplain Corps	41000, 41001, 41002, 41050, 41052
ZZ	Unknown	Chaplain Corps	41000, 41001, 41002, 41050, 41052

4.16 Appendix P: Instrument Navy Enlisted Classification (NEC) Table

NEC	Instrument	Secondary
3801	Flute*	*requires secondary of 3805
3802	Oboe	
3803	Clarinet*	*requires secondary of 3805
3804	Bassoon	
3805	Saxophone*	*requires secondary of 3803 or 3801 (Applicant's choice)
3806	Trumpet	
3807	French horn	
3808	Euphonium*	* requires secondary of 3809
3809	Trombone	
3811	Tuba	
3812	Guitar	
3813	Percussion	
3814	Piano/Keyboards	
3815	Electric Bass	
3825	Vocalist/Entertainer	

4.17 Appendix Q: Data Elements for Enlisted Incentives Management

1.0 DATA ELEMENTS ALREADY CONTAINED IN PRIDE Modification I

- 1.1. Initial Reservation Date
- 1.2. Effective message (NAVADMIN)
- 1.3. Program
- 1.4. Program Completion Date
- 1.5. Program Rating
- 1.6. CNRC CIVED Code
- 1.7. AFQT,
- 1.8. Shipping date or enlistment date.
- 1.9. Language Code
- 1.10. SPECWAR code
- 1.11. Number of EB extensions.
- 1.12. LRP value
- 1.13 LRP Status
- 1.14. NCF value
- 1.15 NCF Status
- 1.16. Type and Value of EBSR, EBSR-NCF, EBTSC, EBED, EBPST, EBTRG, EBLP, EBRCL, EBSO, EBEE, EBCC

2.0 DATA ELEMENTS REQUIRED FOR PRIDE Modification II PROCESSING

2.1. Training Pipeline Length (based on career paths)

Text Entry

Format: Three digits (number of days)

2.2. RTC Attrition Rate

Text Entry

Format: two digits Percentage (%) with one decimal place (e.g. 15.3%)

2.3. "A" School Attrition Rate

Text Entry

Format: Two digits Percentage (%) with one decimal place rounded to nearest tenth (e.g. 15.3%)

2.4. "C" School Attrition Rate

Format: Two digits Percentage (%) with one decimal place rounded to nearest tenth: (e.g. 15.3%)

2.5. RTC Enrollment Code

Select from:

2.6. RTC Enrollment Date

2.7. RTC Separation Code

2.8. RTC Separation Date

2.9. RTC Graduation Code

2.10. RTC Graduation Date

2.11. PASS/EPASS PST Score

3.0 DATA ELEMENTS REQUIRED FOR POST-ACCESSION MANAGEMENT

- 3.1. Post Accession Program
- 3.2. Post Accession Rating
- 3.3. Course identifier
- 3.4. Date enrolled in School Designator or course identifier
- 3.5. Training Designator
- 3.6. Date Assigned Training Designator
- 3.7. Enrollment Code
- 3.8. Enrollment Date
- 3.9. Attrition Code
- 3.10. Attrition Date
- 3.11. Separation Code
- 3.12. Separation Date
- 3.13. Graduation Code
- 3.14. Graduation Date
- 3.15. Current Command Assignment (UIC)
- 3.16. Current Command Location
- 3.17. Incentive payment(s) (Actual)
- 3.18. Rating Conversion
- 3.19. Rating Conversion Date
- 3.20. Commissioning Date
- 3.21. Commissioning Designator
- 3.22. Disqualification Data
- 3.23. Loss of Security Clearance Date

4.18 Appendix R: Officer One Navy Report

INSERT

4.19 Appendix S: Business Rules - Officer One Navy Report

Business rules for the Officer One Navy Report: General Notes

"Program" is determined by the value in the "Designator # 1", "Designator # 2", "Designator # 3" or "Final Designator" fields.

"NRD Work In Progress Kits", "Applications at NRC HQ", "Pro Board Eligible Officer Applications", "Pro Board Yes Applications", "Officer Selects", "Officer Enlistments - In Year", "Officer Attains", and "Officer Enlistments - Out Year" groupings ARE all mutually exclusive.

"Pro Board Eligible in FY11 Only Officer Applicants" IS NOT a mutually exclusive grouping of any of the other groupings.

"CTO" counts ARE NOT mutually exclusive of other counts.

When the "Record Type" field indicates a CTO or Navet application and the "NRD2" field is populated, BOTH NRDs receive half credit for the application.

CTO applications that DO have a valid entry in either the "Final Select Date" field or the "Final Action Date" field, but DO NOT have a valid entry in the "Date App Sent" field will have the "Date App Sent" value set to the "Final Action Date" or "Final Select Date" field.

For collegiate BDCP designators (ending in "7" or "1"), the NRD1 and NRD2 fields are transposed for "goal credit" accounting to recognize the actual district workload.

Any record: 1) missing all three "Designator # 1", "Designator # 2", and "Designator # 3" fields AND a missing the "Final Designator" field is deemed to be invalid and will be eliminated from the report counts, 2) not having a fiscal year field populated with a number equal to or between 2011 and 2015 will be eliminated from the report counts.

FY 2011 -- NRD Work In Progress Kits -- (tab = NRD Work In Progress)

"2011" in the "Fiscal Year" field

At least one valid program designator identified in the "Designator # 1", "Designator # 2", or "Designator # 3" fields

DOES NOT have a valid date value populated in the "Date App Sent" field

"Program" determined by the first populated "Designator" field

FY 2011 -- Applications at NRC HQ -- (tab = Applications)

"2011" in the "Fiscal Year" field

At least one program designator identified in the "Designator fields

Valid date value in the "Date App Sent" field

Also contains records which have all three "Pro Board" fields populated with 'X' (Not Qualified) or blanks

"Program" determined by the first populated "Designator" field

FY 2011 -- Pro Board Eligible Officer Applications – (tab = OrdPro Applications)

"2011" in the "Fiscal Year" field

At least one program designator identified in the "Designator fields

Valid date value in the "Ord Pro Date # 1", "Ord Pro Date # 2", OR "Ord Pro Date # 3" fields

"Final Select Result" field is blank

Also contains records which: 1) have a valid date value in an "Ord Pro Date" field AND the "Ord Pro Date" field's corresponding "Pro Board" field is populated with 'S', 'T', 'N' or blank AND the "Final Action" field is blank AND "Final Select Result" field is blank; 2) have a valid date value in an "Ord Pro Date" field AND, the "Final Action" field is populated 'A','B','D','J','N','P','Q' OR the "Final Select Result" field is populated 'NON-SELECT' or 'N'

"Program" determined by "Designator" field with first corresponding "Ord Pro Date" field with valid date

FY 2011 -- Pro Board 'Yes' (Pro Rec'd) Applications – (tab = Pro Board Yes Apps)

"2011" in the "Fiscal Year" field

At least one program designator identified in the "Designator fields

A "Y" entered into the "Pro Board 1", "Pro Board 2", or "Pro Board 3", fields

Also contains records which have a 'Y' in a "Pro Board" field AND, the "Final Action" field contains 'A','B','D','J','N','P','Q' OR the "Final Select Result" field is 'NON-SELECT','N'

"Program" determined by "Designator" field with first corresponding "Pro Board" field with a "Y"

FY 2011 -- Officer Selects – (tab = Selections)

"2011" in the "Fiscal Year" field

"S" or "SELECT" entered into the "Final Select Result" field

"Final Designator" field populated

"Program" determined by the value in "Final Designator" field

FY 2011 -- Officer Enlistments - In Year – (tab = Enlistments)

"2011" in the "Fiscal Year" field

Code of "L" or "M" in the "Final Action" field

"Final Designator" field populated

"Program" determined by the value in "Final Designator" field

DOES NOT capture any "Out Year" enlistments which have a value in the "Fiscal Year" field which is greater than "2011"

FY 2011 -- Officer Attains – (tab = Attainments)

"2011" in the "Fiscal Year" field

The code of "S", "T", or "Z" in the "Final Action" field

"Final Designator" field populated

"Program" is determined by the value in "Final Designator" field

FY 2011 -- Officer Selects, Enlistments, & Attains – (tab = SEAs)

The sum of the "Selects", "Enlistments", and "Attains" sections

Pro Board Eligible In FY11 Only Officer Applicants – (tab = Out-Year Enlistments)

A valid date value in the "Ord Pro Date # 1", "Ord Pro Date # 2", or "Ord Pro Date # 3" fields that corresponds to FY2011

A valid program designator identified in the "Designator # 1", "Designator # 2", or "Designator # 3" field which corresponds to the "Ord Pro Date" field having a FY2011 date

"Program" determined by the first corresponding and populated "Designator" field

FY 2011+ -- Officer Enlistments - Out Year – (tab = FY11 OrdPro's Only)

Value greater than "2011" in the "Fiscal Year" field

Code of "L" or "M" in the "Final Action" field

"Final Designator" field populated

"Program" determined by the value in "Final Designator" field

4.20 Appendix T: Acronyms and Definitions

Acronyms

Acronym	Description
ACOI	Accessions Communities of Interest
ACT	Active
ADD	Attention Deficit Disorder
ADHD	Attention Deficit Hyperactivity Disorder
AFSC	Armed Forces Staff College
AIS	Automated Information System
AKO	Army Knowledge Online
AMEDD	Army Medical Department
APL	Applicant Processing List
App	Applicant
ASTB	Aviation Selection Test Battery
ASVAB	Armed Services Vocational Aptitude Battery
BIMA	Biometric Information Management Agency
BSA	Business Systems Analyst
BUMED	Bureau of Medicine and Surgery
BUMEDINST	Bureau of Medicine and Surgery Instruction
CAC	Common Access Card
CANREC	Canvasser Recruiter
CBC	Complete Blood Count
CARIT	Career Information Team
CI	Counterintelligence
CIRIMS	Command Integrated Recruiting Information Management System
CMO	Chief Medical Officer
CNRC	Commander, Navy Recruiting Command
CNRCI	Commander, Navy Recruiting Command Instruction
COMNAVCRUITCOMINST	Commander, Navy Recruiting Command Instruction
COMSEC	Communications Security
Conserv	Conservation
CONUS	Continental United States
CPU	Central Processing Unit
CRM	Customer Relationship Management. There really should only be 1 log-in and all the other system connections should be transparent.
CT	Computed Tomography
CTO	Career Transition Office
CWE	Cyber Warfare Engineer
DAA	Designated Accreditation Authority
DADMS	DON Application and Database Management System
DAT	Drug and Alcohol Test
DB	Database
DCO	Direct Commission Officer

DD	Defense Department
DDD	Direct Deposit DEP
DEERS	Defense Enrollment and Eligibility Reporting System
DEM	Delayed Entry Medical
DEP	Delayed Entry Program
DER	Delayed Entry Reserve
DISA	Defense Information System Agency
Dist	District
DKO	Defense Knowledge Online
DOB	Date of Birth
DoD	Department of Defense
DNS	Domain Name Server
E	Enlisted
EB	Enlistment bonus (or loan repayment)
EDIPI	Electronic Data Interchange Personal Identifier
EEG	Electroencephalograph
EKG	Electrocardiogram
Enl	Enlisted
EPOs	Enlist Programs Officers
eQIP	Electronic Questionnaires for Investigations Processing
ERE	Eye Refraction Exam
ERIS	Enlisted Recruiting Incentive System
ESR	Electronic Service Record
ETP	Exception to Policy
F1	Help Function Key
FAST	Fundamental Applied Skills Training
FBS	Fasting Blood Sugar
FRD	Functional Requirements Document
G6PD	Glucose-6-Phosphate-Dehydrogenase
GB	Gigabytes
GMAT	Graduate Management Admissions Test
GO	General Officer (Gen Off)
GPA	Grade Point Average
hCG	Human Chorionic Gonadotropin
HgbA1c	Glycosylated Hemoglobin
HIV	Human Immunodeficiency Virus
HTN	Hypertension
HQ	Headquarters
IA	Information Assurance
IAM	Information Assurance Manager
IAVA	Information Assurance Vulnerability Alert
IAW	In Accordance With
ICAT	Internet Computerized Adaptive Test
ICD9	International Classification of Diseases 9 th Edition
ICO	In Care Of
ID	Identification

IDS	Intrusion Detection Systems
IFA	Initial Fitness Assessment
IG	Inspector General
IRR	Individual Ready Reserve
IS	Information System
ISP	Internet Service Provider
IST	Interservice Transfer
IT	Information Technology
JAG	Judge Advocate General
JPAS	Joint Personnel Adjudication System
LASIK	Laser-Assisted In Situ Keratomileusis
LCPO	Lead Chief Petty Officer
LE	Law Enforcement
LOA	Level of Activity
LOR	Lettes(s) of Recommendation
LPO	Lead Petty Officer
LSAT	Law School Admission Test
Ltr	Letter
MANMED	Manual of the Medical Department
MB	Megabytes
MCMTOMF	Mean Corrective Maintenance Time for Operational Mission Failures
MED	Medical
MEPS	Military Entrance Processing Station
MI	Middle Initial
MOS	Military Occupational Specialty
MPTE	Manpower, Personnel, Training, and Education
MRI	Mobile Recruiter Initiative
MTBOMF	Mean Time Between Operational Mission Failure
N6	NRC Information Technology and Communications Department
N36	Processing and Collegiate Programs Division
N62	NCR IT and Communications Department, Application Engineering Division
N63	NRC IT and Communications Department, Requirements Program Management Division
NAMI-342	Naval Aerospace Medical Institute
NAVPERS	Naval Personnel
NCC	Navy Career Counselor
NE	Navy Enlisted
NEC	Navy Enlisted Classification
NMCI	Navy Marine Corps Intranet
NO	Navy Officer
NOMI	Navy Operational Medicine Institute
NOSC	Navy Operational Support Center
NPQ	Not Physically Qualified
NRC	Navy Recruiting Command
NRD	Navy Recruiting District

NROTC	Naval Reserve Officer Training Corps
NRS	Navy Recruiting Station
NSA	National Security Agency
NSO	Navy Special Operations
NSW	Navy Special Warfare
O	Officer
OAT	Optometry Admission Test
OCS	Officer Candidate School
Off	Officer
OLAP	Online analytical processing
OMPH	Official Military Personnel File
OPHTHAL	Ophthalmology
Ortho	Orthopedic
OTC	Officer Training Command
OWI	Operating While Impaired
PDF	Portable Document Format
PE	Physical Examination
PERS 4911	Reserve Officer Status Section
PERS 4913	Reserve Enlisted Personnel Section
PFA	Physical Fitness Assessment
PI	Performance Improvement
PII data	Personally Identifiable Information
PKI	Public Key Infrastructure
PM	Project Manager
POC	Point of Contact
PPR	Recruiter Production Per Recruiter
PQ	Physically Qualified
PRK	Photorefractive Keratectomy
Prot	Protein
PSQ	Personnel Security Questionnaire
Psych	Psychiatric
PRIDE	Personalized Recruiting for Immediate and Delayed Enlistment System
PULHES	Physical Capacity/Stamina, Upper Extremities, Lower Extremities, Hearing/Ear, Eyes, Psychiatric
RE	Re-Enlistment
Res	Reserve
RF2020	Recruiting Force 2020
RIDE	Rating Identification Engine
RinC	Recruiter in Charge
RL	Restricted Line
RPT	Crystal Report
RRA	Ready Reserve Agreement
RSN	Recruiting Services Network
RTC	Recruit Training Command
S-Drive	Shared Drive
SA	System Accuracy

SC	Staff Corps
Sat-Med	Satisfactory Medium
SEAL	Sea, Air, Land
SECNAVINST	Secretary of the Navy Instruction
SELRES	Select Reserves
SME	Subject Matter Expert
SNA	Seasick / United States Navy Academy
SNM	Subject Named Member
SOA	Service Oriented Architecture
SOP	Standard Operation Procedure
SRG	Security Recommendation Guide
SRS	Software Requirements Specification
SSN	Social Security Number
STIG	Security Technical Implementation
SURG	Surgery
TA	Officer / Enlisted Transition Assistants
TCB	Trusted Computing Base
TOC	Total Ownership Cost
UA	Urinalysis
URL	Unrestricted Line
U.S.	United States
UIC	Unit Identification Code
USG	United States Government
USMEPCOM	United States Military Entrance Processing Command. There are 65 USMEPCOM
USNA	United States Naval Academy
USNR	United States Navy Reserve
VIPS	Virtual Interactive Process System
VPN	Virtual Private Network
VoTech	Vocational-Technical
WHO	World Health Organization
WOT	Web Officer Tools
WRT SSA	Web RTools Self Service Application
XLS	Spreadsheet
XML	Extensible Markup Language
YTD	Year-to-Date

Definitions

Accession

An Accession is an Enlistee who has shipped to RTC and counts toward the shipping (Accession) goal.

A-school

Course of instruction that provide the basic knowledge and skills required for Rating entry-level performance.

Attrition

Attrition is when an Enlistee/Recruit fails to complete their contractual obligation.

EDIPI

An Electronic Data Interchange Personal Identifier (EDIPI) is a unique number assigned to a record in the United States Department of Defense's Defense Enrollment and Eligibility Reporting System (DEERS) database. A record in the DEERS database is a person plus personnel category (e.g. contractor, reservist, civilian, active duty, etc.). The Common Access Card (CAC), which is issued by the Department of Defense through DEERS, has an EDIPI on the card. A person with more than one personnel category is issued a CAC for each role. Separating the identities is done so that revocation of one role's permission can be accomplished simply by commandeering the card and/or revoking the digital certificates without affecting the other roles.[citation needed]

The EDIPI is a ten-digit number located in the barcode on the front of the card, the barcode on the back of the card, and in the integrated circuit chip embedded in the card itself. The first 9 digits are assigned unique numbers with the 10th digit being a check digit for the identifier.

PACT

Personnel who serve two, three, or four-year enlistments in the U.S. Navy airman, fireman, and seaman.

Goal

Denotes the combined minimum activity required to achieve the overall NCO.

Goaling

Goaling is the act of distributing the numbers of Applicants each Region, District, Station, and Recruiter need to access into the Navy to meet end-strength requirements. This is done to ensure a fair and equitable distribution based on the demographics of each geographic location.

Types of Quotas

- Dynamic – A valid quota to A-school – working level- actual seats in the classroom.
- Sellable – amount/value sent to NRC to sell on advance to meet shipping goals.

- Executable (same as dynamic)
- Ship day sellable

Navy Enlisted Classification (NEC)

A four-position alphanumeric code assigned to Enlisted personnel and billets. NECs reflect a special knowledge and skill that identify personnel or requirements when the Rating structure is insufficient by itself for manpower management purposes. The majority of NECs are earned through graduation from series of courses identified as a pipeline C school.

National Call to Service

National Call to Service is a reserve program that allows Recruits to enlist for a fifteen month active duty obligation upon completion of training program. Upon completion of service obligation, Sailors may remain in the selected reserve or transfer to the Individual Ready Reserve for the remainder of an eight year national commitment.

New Contract

A New Contract is an Applicant who has processed through USMEPCOM, completed classification, has a ship date, has signed their annex and been sworn in to the Delayed Entry Program. A New Contract counts toward New Contract Goal Attainment.

News

News provides a method of distributing changes to policy or the system to the users.

PRIDE

The system used by Navy Recruiting Command to manage and control accessions. PRIDE is used to classify and select Recruits for specific Rating and to make Recruit A-school reservations.

STEAM

STEAM is the primary source of market research data to identify the Recruiting market and determine market potential. This database contains demographic, Navy, All Service Accession Data (ASAD), leads, and ASVAB test taker data. STEAM subdivides these groups by race and ethnic categories and provides ASVAB TSC estimates for both TSC I-III A and IIIB mental groups. All population data is tailored to reflect the number of people available for military Recruitment. STEAM has algorithms that NAVCRUITREGs and NAVCRUITDISTs use to assign Recruiting goals (The Goal Matrix).

Sellable Recruit Slot

PRIDE tracks Recruitment activities for a given person through a Recruit “sales” process. That sale is based on SRS (i.e., a Recruitment need for a given physical week with an associated force readiness goal/training). A person is sold a slot when recruited.

Situational Document

A Situational document is a document required by CNRC relating to a particular set of circumstances as it relates to waiver approval. Some examples are: Custody documents, pictures of tattoos, etc.