

MILPERSMAN 1321-030

OFFICERS DETAILED TO RECRUITING DUTY

Responsible Office	COMNAVCRUITCOM (N1/N4)	Phone:	DSN	882-9112
			COM	(901) 874-9112
			FAX	882-9151

References	(a) COMNAVCRUITCOMINST 5400.2E, Standard Operating Procedures Manual (SOPMAN)
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1. Responsibility as the Commanding Officer (CO)

a. The CO of a Navy Recruiting District is responsible for the recruitment of men and women who meet the mental, moral, physical, and other specific standards prescribed by Chief of Naval Personnel (CHNAVPERS) in sufficient numbers to meet officer and enlisted personnel requirements of the Active and Reserve components of the United States Navy (USN).

b. The CO shall take every precaution to guard against the enlistment of improper, unsound, or incompetent persons.

2. General Assignment

a. Officers detailed to recruiting duty shall become familiar with all laws and regulations regarding recruitment, commissioning, enlistments, and reenlistments, as well as affiliation with the Navy Reserve.

b. Guidance for the recruiting of officers and enlisted personnel is provided in reference (a).

3. Collateral Duty or Special Duties

a. Officers assigned to Navy Recruiting Districts or Navy Recruiting Stations can be assigned collateral duties. Recruiting personnel should not be assigned special duties such as funeral details, Casualty Assistance Calls Officers (CACOs), line of duty investigations, and apprehension of deserters and unauthorized absentees. **EXCEPTION:** In certain instances funeral details will be required in geographically isolated areas where assignment of Navy recruiters will be the only means of rendering appropriate military honors.

b. Officers assigned to Navy Recruiting Command headquarters or Navy Recruiting Region staffs can be assigned collateral and special duties.