



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

BUPERSINST 1001.40B
PERS-491
25 Oct 06

BUPERS INSTRUCTION 1001.40B

From: Chief of Naval Personnel

Subj: NAVY RESERVE CANVASSER RECRUITER (CANREC) PROGRAM

Ref: (a) DOD Directive 1205.18 of 25 May 2000
(b) NAVPERS 15560D, Navy Military Personnel Manual
(MILPERSMAN)
(c) 10 U.S.C.
(d) BUPERSINST 1430.16E
(e) OPNAVINST 1427.1
(f) BUPERSINST 1300.42A
(g) SECNAVINST 1920.6C
(h) OPNAVINST 6110.1H

Encl: (1) Officer Navy Reserve Canvasser Recruiter
Application
(2) Enlisted Navy Reserve Canvasser Recruiter
Application
(3) Recall Checklist
(4) Correspondence Used Upon Recall of Officer/
Enlisted Navy Reserve Canvasser Recruiters
(5) Correspondence Used in Counseling
Substandard Performance
(6) Sample Format for Continuation Letter
(7) Sample Format for Non-Continuation Letter

1. Purpose. To issue guidelines for the administration of the Navy Reserve Canvasser Recruiter (CANREC) program. This instruction is applicable to Navy Reserve personnel requesting recall to, and serving on, temporary active duty in the CANREC program. This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. BUPERSINST 1001.40A.

3. Discussion. The CANREC program is designed primarily as a temporary recall program for production recruiters to execute the Navy Reserve recruiting mission. Reference (a) requires that CANREC personnel be managed under a career program, if continued on active duty beyond an initial 6-year probationary period. Eligible CANREC personnel may pursue such opportunity

by application to the Full Time Support (FTS) program through the Navy Reserve Career Recruiting Force program.

4. Program Management. The following procedures are applicable to the management of the CANREC program:

a. Eligibility. Personnel applying for voluntary recall in the CANREC program must meet the below-listed criteria. Once approved for CANREC, there is no guarantee of future conversion to the FTS program.

(1) Applicant must have a valid driver's license.

(2) Applicants must reside within 50 miles of their assigned billet.

(3) Applicant must be under contract within the following programs:

b. Selected Reserve (SELRES). Applicants must obtain Unit CO endorsement and meet all program requirements.

c. Inactive Ready Reserve (IRR). Applicants must obtain favorable recommendation from the commanding officer (CO) of the nearest Navy Operational Support Center (NOSC) and meet all program requirements.

d. Active personnel. Applicants are eligible to apply within 90 days prior to their End of Active Obligated Service (EAOS). All program requirements must be met prior to execution of orders. If approved, applicant will be issued orders for CANREC duty commencing not sooner than 31 days following EAOS. This 31 day break in service is required. Member must submit application via the Navy Recruiting District (NRD) responsible for the assigned billet.

Notes:

1. The requirement to reside within 50 miles from assigned billet is not necessary at the time of application; however, member must reside within 50 miles of assigned billet prior to executing orders.

2. All required documents required for application must support eligibility for recall and must be received by Navy Personnel Command (NAVPERSCOM) (PERS-491D) prior to executing orders.

(4) Applicants who will reach High Year Tenure (HYT) during their initial 2-year recall will not be approved. Guidance is provided in reference (b).

(5) Applicants must meet physical accession requirements for recall to active duty. Waiver requests will not be considered. A current physical examination, DD 2808, Report of Medical Examination, within 5 years of the date of application; DD 2807, Report of Medical History, within 90 days of the date of application and Negative Human Immunodeficiency Virus (HIV) test results obtained within 1 year of the date of application, are required. Women who are pregnant at the time of application will not be accepted for recall.

(6) Enlisted applicants must be able to complete 20 years of active duty service prior to age 60.

(7) Enlisted applicants must be in permanent pay grade E4 or E5 at time of recall. Since recall at pay grades E6 through E9 adversely affects advancement opportunity and creates pay-grade stagnation, applications from members in those pay grades are not desired. Administrative reduction-in-rate for the sole purpose of being recalled in the CANREC program is not authorized.

(8) Officer applicants must be in the grade of lieutenant or below. Officers must not be in a failed of selection (FOS) status for promotion, nor previously released from active duty as a result of FOS.

(9) Applicants should not have a record of Non-Judicial Punishment (NJP) in the last 3 years.

(10) Applicants should not have any marks of 2.0 or lower on their last three evaluations or fitness reports.

(11) Applicants should not have a Driving While Intoxicated (DWI) or Driving Under the Influence (DUI) conviction.

b. Initial application. Applications for initial recall to temporary active duty in the CANREC program shall be submitted to NAVPERSCOM (PERS-491D) via NRD, using the applicable format provided in enclosures (1) and (2). NRDs should use enclosure (3) for application quality assurance. NAVPERSCOM (PERS-491D) will process applications within 7 to 14 days of receipt. Reservists accepted in the CANREC program will be issued recall orders for an initial period of 2 years. This period will provide both the member and Commander, Navy Recruiting Command (COMNAVCRUITCOM) opportunity to assess the member's suitability for recruiting duty. Members desiring to continue beyond the initial 2-year period, and who are recommended for continuation by the member's NRD and approved by NAVPERSCOM (PERS-491D), will be issued follow-on orders for a period not to exceed 3 years.

c. Administrative Procedures

(1) Orders. Orders assigning CANREC personnel to billets will normally be issued by the cognizant Personnel Support Activity (PERSUPPACT), as directed by NAVPERSCOM. Under no circumstances will orders be issued or members received onboard prior to receipt of authorization from NAVPERSCOM. Upon recall, the gaining activity will complete documentation, as shown in enclosure (4), and forward copies to NAVPERSCOM (PERS-491D).

(2) Performance. Should performance be judged substandard during the initial or subsequent periods of active duty, the member shall be counseled using enclosure (5). The NRD may recommend non-continuation for those members whose production, performance, or potential for further recruiting duty are judged substandard. The recommendation must provide details on the substandard production, performance, or potential, and document all counseling efforts. A copy of enclosure (5) shall be forwarded to NAVPERSCOM (PERS-491D) via COMNAVCRUITCOM (N1).

(3) Legal/Medical Hold

(a) Legal Hold. In the event a CANREC is placed on legal hold, the member's CO shall immediately notify NAVPERSCOM (PERS-491D) by message, with an information copy to COMNAVCRUITCOM (N1). The message must contain the following information:

1. Nature of the offense(s).
2. Anticipated duration of legal hold.
3. Type of legal process involved. The member will continue in the billet sequence code then assigned. Follow-up messages are required to report changes in status (e.g., reduction in rate).

(b) Medical Hold. In the event a CANREC is hospitalized, placed in a medical hold status, or recommended for limited duty (LIMDU), the member's CO shall immediately notify NAVPERSCOM (PERS-491D) and COMNAVCRUITCOM (N1). The following information must, at a minimum, be furnished:

1. Nature of the injury or illness.
 2. If admitted to hospital, the date and hospital to which admitted.
 3. Estimated duration of treatment.
 4. Attending physician and phone number.
- Medical board recommend actions for LIMDU will be forwarded to NAVPERSCOM (PERS-491D) for review. The member's CO shall provide monthly status updates to NAVPERSCOM (PERS-491D) and COMNAVCRUITCOM (N1), for all personnel with medical problems.

5. All CANRECs scheduled for transfer to the Fleet Reserve, retirement, or non-continuation must have a separation physical. Results of the separation physical must be submitted to NAVPERSCOM (PERS-491D) either prior to member commencing terminal leave or not later than 60 days prior to separation, whichever occurs first. Per reference (c), section 640, anyone found unfit must be referred to a medical board. Medical board results must be forwarded to the Central Physical

Evaluation Board, via NAVPERSCOM (PERS-491D) for review, and must be received by NAVPERSCOM (PERS-491D), prior to the member's transfer to the Fleet Reserve, retirement, or separation, for orders to be held in abeyance.

(c) CANREC program members placed in legal or medical hold will not be removed from their current billet without prior approval of NAVPERSCOM (PERS-491D). Additionally, these personnel shall be included in the total CANREC program authorized strength for the duration of the "hold" status.

(4) Enlisted Advancement. CANREC personnel compete for advancement in a single competitive category based on current status (Navy Reserve CANREC) rather than rating. CANREC personnel in pay grades E6 and below compete against each other and are advanced based on quotas established by NAVPERSCOM (PERS-4812). CANREC personnel in pay grades E6 and below participate in active duty rating examinations. E6 personnel who are designated as selection board eligible by the Naval Education and Training Professional Development and Technology Center will be considered for advancement by the annual Reserve E7 selection board. CANREC personnel in pay grades E7 and E8 compete for advancement against Navy Reserve Career Recruiting Force personnel. CANREC personnel in pay grades E6 and above who have requested transfer to the Fleet Reserve are ineligible for advancement, per reference (d).

(5) Officer Promotion. CANREC officers compete for promotion in their Ready Reserve designator and competitive category, as established by reference (e). Thus, CANREC officers do not compete against FTS officers for promotion, but against their Ready Reserve contemporaries.

(6) Civilian Employment. CANREC personnel shall adhere to the provisions of reference (b) regarding civilian employment.

5. Personnel Transfers. Effective management of Navy Reserve recruiting may occasionally require permanent change of station (PCS) transfers of CANREC personnel. The following procedures pertain:

a. Officers. Officers will not normally be issued PCS transfer orders from one recruiting billet to another. A

limited number of officers may be issued PCS transfer orders only when necessary to fill vacant recruiting management billets. PCS orders will not be issued solely for purposes of career progression or relocation preference. Eligible management billets include Officer Programs Officer (OPO), Enlisted Programs Officer (EPO), Assistant Officer-in-Charge (AOIC), Officer-in-Charge (OIC), and COMNAVCRUITCOM staff positions.

b. Enlisted. Enlisted CANRECs may be issued PCS transfer orders only when necessary to fill vacant billets for which a newly recalled CANREC is either not available or not suitable. PCS orders will not be issued solely for purposes of career progression or relocation preference. PCS orders issued for enlisted CANREC personnel require a 36-month active duty obligation.

6. Limitations on Active Duty Service. CANREC personnel must be specifically continued on active duty per the procedures outlined below. With the exception of personnel covered by transition provisions specified in paragraph 8, CANREC personnel must be selected for FTS or be released from active duty upon completing 5 years in the CANREC program.

a. Continuation

(1) Continuation orders for CANREC personnel are issued for a period not to exceed 3 years, except for those under a PCS transfer obligation. Any request for continuation of less than 3 years must be approved by NAVPERSCOM (PERS-491D).

(2) NRDs will submit recommendations utilizing enclosures (6) and (7) for continuation and non-continuation to NAVPERSCOM (PERS-491D). Recommendations shall be based on current performance and potential to perform in recruiting assignments commensurate with grade. Recommendations for non-continuation must contain a copy of enclosure (5) and complete documentation of all counseling and training efforts. The NRD CO's recommendations must address specific deficiencies and comment on the member's suitability for future recruiting duty.

(3) NRDs will forward recommendations for continuation or non-continuation to NAVPERSCOM (PERS-491D) for final disposition.

(4) For enlisted members requesting not to be continued, a NAVPERS 1070/613, Administrative Remarks (Page 13), stating that the member does not desire continuation as a CANREC, must be prepared and submitted with enclosure (7).

b. Continuation Beyond Age 60. CANREC personnel will not be continued on active duty beyond their 60th birthday, except as permitted by reference (b).

c. Continuation Beyond 20 Years Active Duty. CANREC personnel will not be continued beyond 20 years active duty service without express authorization by NAVPERSCOM (PERS-49).

7. FTS Conversion Procedures. The CANREC program is designed as a temporary active duty program for production recruiters. Proven CANREC personnel who demonstrate career potential may apply for conversion to FTS in the Navy Reserve Career Recruiting Force (enlisted) or Fleet Support designator (officer). CANREC-to-FTS conversion applications must be submitted per reference (f) and endorsed by COMNAVCRUITCOM. Officers must request a change of designator (if necessary) as part of their FTS application. CANREC personnel converted to FTS are subject to assignment by their new Enlisted Community Manager, and officers should not expect to be assigned exclusively to recruiting duty.

8. Transition Provisions. Certain CANREC program personnel accessed prior to the issuance of reference (a) may be ineligible for conversion to the FTS program for reasons of age or seniority. The below-defined personnel are exempt from the 5-year CANREC active duty service limit described in paragraph 6. If their performance and assignability warrant, they may be continued on active duty as CANRECs until such time as they attain regular retirement eligibility.

a. Officer. Officers senior to a lieutenant commander with a date of rank of 1 October 1995.

b. Enlisted

(1) Enlisted members, accessed to the CANREC program prior to 24 March 1997, who apply and are declared ineligible for FTS conversion due to age restrictions.

(2) Enlisted members, accessed to the CANREC program prior to 24 March 1997, who apply and are declared ineligible for FTS conversion due to high year tenure (HYT) restrictions.

9. Probationary Period. The probationary period for Navy Reserve temporary recall programs is 6 years. Temporary recall personnel who are retained for more than a 6-year period (beginning on or after 24 March 1997) must be managed under a career program. CANREC personnel so retained, other than those covered by the transition provisions described in paragraph 8 above, shall acquire career status through conversion to the FTS Career Recruiting Force (enlisted) or FTS Fleet Support Officer designator (officer).

10. Eligibility for Active Duty Retirement. While not designed as a career program, some members of the CANREC program described in paragraph 8 above may accumulate sufficient active duty service to become eligible for an active duty retirement. The cyclical nature of the recruiting mission necessitates maintaining maximum flexibility in the size and composition of the Navy Reserve recruiting force. With the exception of those members to which reference (c), section 12686, or paragraph 9 above apply, retention on active duty to attain regular retirement eligibility is neither implied nor guaranteed.

11. Termination of Orders. It may become necessary to release CANRECs from active duty prior to the end of their specified period of orders. This action is separate and apart from non-continuation. Termination of the active duty orders can be effected as follows:

a. Recall to Active Duty Program. Upon approval for recall to an active duty program, the individual is responsible for requesting termination of CANREC orders to coincide with effective date of approved recall orders.

b. Voluntary Termination. Members may send voluntary termination via the chain of command, to NAVPERSCOM (PERS-491D). A complete explanation of the reason the member is requesting voluntary termination must be provided.

(1) Members who have executed PCS moves must fulfill the unexecuted portion of their orders before voluntary termination

will be approved, unless they are released from that obligation by NAVPERSCOM (PERS-491D).

(2) A member who is undergoing disciplinary proceedings will not be released from active duty until disciplinary action is complete.

c. Involuntary Separation. CANREC program requirements may necessitate the involuntary separation of an officer prior to the expiration of current orders. Examples which might require this action include, but are not limited to, CANREC end strength reductions, excesses in officer grade allowances, officers with multiple FOS, and other actions required by references (b) and (g). When necessary, NAVPERSCOM (PERS-49) shall convene an involuntary release from active duty (IRAD) board to control CANREC officer end strength ceilings and grade allowances. NAVPERSCOM (PERS-49) is responsible for notification and final disposition of officers identified for IRAD action. Enlisted members may not be involuntarily separated prior to the expiration of their current orders, except by administrative separation, per reference (b).

12. Retirements

a. Transfer to the Fleet Reserve (Minimum of 20 Years Active Duty). Applications must be submitted, per reference (d) at least 6 months prior to the requested Fleet Reserve transfer date. If an application is not timely received and approved, the member will be released to inactive duty.

b. Officer Retirement. Requests should be submitted per reference (d). Copies of retirement requests must be forwarded to NAVPERSCOM (PERS-49) and COMNAVCRUITCOM (N1).

c. Transfer to the Retired Reserve List (Retirement at Age 60 with Less Than 20 Years Active Duty but at Least 20 Years Qualifying Service). Retired pay benefits must be requested; the process is not automatic. An application package must be requested from NAVPERSCOM (PERS-49) approximately 9 months prior to the member's 60th birthday. The application should be submitted in sufficient time for processing. In order for a member to be retained on active duty past 60 years of age, the case must be referred to SECNAV for approval.

13. Action. COMNAVCRUITCOM (N1) and NAVPERSCOM (PERS-49) shall ensure effective administration of the CANREC program, per the provisions of this instruction.

14. Forms

a. The following forms are available through normal supply procedures or online at
<http://www.dtic.mil/whs/directives/infomgt/forms/formsprogram.htm>

(1) DD 4 (Jan 01), Enlistment/Reenlistment Document
Armed Forces of the United States.

(2) DD 214 (Feb 00), Certificate of Release or Discharge
from Active Duty

(3) DD 2807 (Oct 03), Report of Medical History

(4) DD 2808 (Oct 05), Report of Medical Examination

b. The following forms available online at
<http://forms.daps.dla.mil>.

(1) NAVPERS 1070/613 (Rev. 10-81), Administrative
Remarks

(2) NAVPERS 1616/26 (Rev. 7-95), Evaluation Report and
Counseling Record

(3) NAVPERS 1610/2 (Rev. 7-95), Fitness Report and
Counseling Record

c. NRPC 1200/1 (Rev. 4-94), Naval Reserve Qualification
Questionnaire for Inactive Duty Personnel, is available online

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at <https://nrpc.navy.mil/> or from the Naval Reserve Personnel Center, 5722 Integrity Drive, Bldg 239, Millington, TN 38054.

A handwritten signature in black ink, appearing to read "D. A. Gove", with a horizontal line extending to the right.

D. A. GOVE
Rear Admiral, U.S. Navy
Commander, Navy Personnel Command

Distribution:
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25 Oct 06

**OFFICER NAVY RESERVE CANVASSER RECRUITER APPLICATION
FOR OFFICIAL USE ONLY - PRIVACY SENSITIVE**

From:

To: Navy Personnel Command (PERS-491D)

Via: (1) Commanding Officer, Navy Operational Support Center
or Reserve Unit Commanding Officer
(2) Commanding Officer, Navy Recruiting District

Subj: REQUEST FOR RECALL TO ACTIVE DUTY AS A NAVY RESERVE
CANVASSER RECRUITER (CANREC)

Ref: (a) BUPERSINST 1001.40B

Encl: (1) Copy of SF 2808, Report of Medical Examination
(2) Copy of SF 2807, Report of Medical History
(3) Copy of all forms DD 214, Certificate of Release
or Discharge from Active Duty (long form that
includes blocks 23 through 29)
(4) NRPC 1200/1, Naval Reserve Qualification
Questionnaire
(5) Documentation of negative HIV results (must be
within 12 months of projected recall date)
(6) Copy of last three fitness reports
(7) OPNAV 1740/1, Department of the Navy Dependent
Care Certificate (if applicable)
(8) Current PRIMS Printout

1. Per reference (a), I request assignment to an authorized
Navy Reserve Canvasser Recruiter billet at
_____ (include address of Recruiting
Station). Enclosures (1) through (8) are forwarded in support
of this request.

2. The following information is provided in support of this
request:

- a. Home address/telephone: _____
- b. Number of miles from home address to activity where
billet is located (exact distance, not estimation): _____

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Enclosure (1)

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Subj: REQUEST FOR RECALL TO ACTIVE DUTY AS A NAVY RESERVE
CANVASSER RECRUITER (CANREC)

- c. Date of Birth: _____
- d. Date of Rank: _____
- e. Designator: _____
- f. Date last released from active duty: _____
- g. Total years active duty: ____ Yrs ____ Mos ____ Days
- h. Pay Entry Base Date: _____
- i. Date of last physical: _____
- j. Number of family members: _____
- k. Activity where service record is maintained:

l. Date last physical readiness test successfully performed
and results: _____

3. I fully understand the provisions of reference (a) and the
limitations on active duty service in the CANREC program.

PRIVACY ACT STATEMENT

This statement is provided in compliance with the provisions of
the Privacy Act of 1974 (Public Law 93-579). The authority to
collect the information requested is contained in Title 5 United
States Code, Section 301. Federal agencies must provide this
notice to individuals requested to provide information about
themselves. The principal purpose of the information is to
enable you to apply for recall to temporary active duty as a
Navy Reserve Canvasser Recruiter. The information will be used

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Subj: REQUEST FOR RECALL TO ACTIVE DUTY AS A NAVY RESERVE
CANVASSER RECRUITER (CANREC)

to assist officials and employees of the Department of the Navy in determining your eligibility for temporary active duty as a Navy Reserve Canvasser Recruiter and in approving or disapproving requested temporary active duty. Completion of the application is voluntary. However, we may be unable to process your application unless all of the information requested is provided.

(Signature of Applicant)

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25 Oct 06

**ENLISTED NAVY RESERVE CANVASSER RECRUITER APPLICATION
FOR OFFICIAL USE ONLY - PRIVACY SENSITIVE**

From:

To: Navy Personnel Command (PERS-491D)

Via: (1) Commanding Officer, Navy Operational Support Center
or Reserve Unit Commanding Officer
(2) Commanding Officer, Navy Recruiting District

Subj: REQUEST FOR RECALL TO ACTIVE DUTY AS A NAVY RESERVE
CANVASSER RECRUITER (CANREC)

Ref: (a) BUPERSINST 1001.40B

Encl: (1) Copy of SF 2808, Report of Medical Examination
(2) Copy of SF 2807, Report of Medical History
(3) Copy of all forms DD 214, Certificate of Release
or Discharge from Active Duty (long form that
includes blocks 23 through 29)
(4) Copy of DD Form 4, Enlistment/Reenlistment
Document Armed Forces of the United States, if
issued in past 6 months
(5) Documentation of negative HIV results (must be
within 12 months of projected recall date)
(6) Copy of last three evaluations
(7) OPNAV 1740/1, Department of the Navy Dependent
Care Certificate (if applicable)
(8) Current PRIMS Printout
(9) NAVPERS 1070/604 (for programs other than NAVET,
reflecting member's permanent rate)

1. Per reference (a), I request assignment to an authorized
Navy Reserve Canvasser Recruiter billet at
_____. Enclosures (1) through (9) are
forwarded in support of this request.

2. The following information is provided in support of this
request:

a. Home address/telephone: _____

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Enclosure (2)

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Subj: REQUEST FOR RECALL TO ACTIVE DUTY AS A NAVY RESERVE
CANVASSER RECRUITER (CANREC)

b. Number of miles from home address to activity where
billet is located (exact mileage, not estimated): _____

c. Date of Birth: _____

d. Date of Rank: _____

e. Primary and Secondary NEC's: _____

f. Date last released from active duty: _____

g. Total years active duty: _____ Yrs _____ Mos _____ Days

h. Pay Entry Base Date: _____

i. Date of last physical: _____

j. Number of family members: _____

k. Activity where service record is maintained:

l. Date last physical readiness test successfully performed
and results: _____

m. If enlisted in a temporary rate, date temporary rate
became permanent: _____

n. Expiration of Reserve Enlistment: _____

3. I fully understand the provisions of reference (a) and the
limitations on active duty service in the CANREC program.

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Subj: REQUEST FOR RECALL TO ACTIVE DUTY AS A NAVY RESERVE
CANVASSER RECRUITER (CANREC)

PRIVACY ACT STATEMENT

This statement is provided in compliance with the provisions of the Privacy Act of 1974 (Public Law 93-579). The authority to collect the information requested is contained in Title 5 United States Code, Section 301. Federal agencies must provide this notice to individuals requested to provide information about themselves. The principal purpose of the information is to enable you to apply for recall to temporary active duty as a Navy Reserve Canvasser Recruiter. The information will be used to assist officials and employees of the Department of the Navy in determining your eligibility for temporary active duty as a Navy Reserve Canvasser Recruiter and in approving or disapproving requested temporary active duty. Completion of the application is voluntary. However, we may be unable to process your application unless all of the information requested is provided.

(Signature of Applicant)

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**RECALL CHECKLIST
FOR OFFICIAL USE ONLY - PRIVACY SENSITIVE**

Ref: BUPERSINST 1001.40B

1. Rate/Rank: _____ Name: _____
SSN: _____

a. Marital Status: ____ (single, married, divorced)

b. Number of family members: ____

c. Phone - Home: _____
Work: _____

d. Age of applicant: ____

e. Number of years of active duty (include TEMAC):
yrs ____ mos ____ days ____

f. (Enlisted) Will applicant be able to complete 20 years
active duty service prior to age 60? Yes No

(Officer) Will applicant be able to complete 20
years active duty service prior to age 60? Yes No

g. Expiration of Reserve Enlistment: _____

h. NAVET ____ RESCORE ____ APG/OSVET ____
PERMANENT ____ TEMPORARY ____

i. APG/OSVET/RESCORE - copy of page 4s needed to verify
permanent rate

2. Does applicant have an excellent record of performance?
 Yes No (No marks below 3.0, been recommended for
retention and promotable or higher for advancement for the past
36 months. No NJP, courts-martial, civil conviction, or
significant involvement with civil authorities for the past 36
months).

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3. Date of Medical Screening/Physical Readiness Requirements:
- a. Physical exam SF-88/DD 2808: _____
 - b. Current SF-93/DD 2807: _____
 - c. Copy of HIV results(within 12 months): _____
 - d. Most recent PRIMS Printout: _____
 - e. Failed PFA/Body Fat within past 24 months? Yes No
4. Does applicant reside within 50 miles of station location?
 Yes No
5. Does the applicant's package contain the following:
- a. Copy of all DD 214s: Yes No
 - b. NAVPERS 1740/6: Yes No (if required)
 - c. SF-88/DD-2808: Yes No
 - d. NAVPERS 1740/7: Yes No (if required)
 - e. SF-93/DD-2807: Yes No
 - f. NRPC 1200/1: Yes No (within 90 days of application)
 - g. HIV Results within last 12 months: Yes No
 - h. Reserve Unit/Center Endorsement: Yes No
 - i. Last three EVALs/FITREPs: Yes No
 - j. NRD Endorsement: Yes No

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k. Copy of DD 4, Enlistment/Reenlistment if issued in past 6 months: Yes No

l. Copy of NAVPERS 1070/604 showing permanent rate if member enlisted in a temporary rating: Yes No

m. Does applicant have a Government Credit Card?
 Yes No

6. Navy Recruiting District Point of Contact:

a. Name: _____ Phone: _____

b. Additional remarks:

7. CANREC Billets authorized: _____ Onboard: _____

8. Current Driver's License: Yes No

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**CORRESPONDENCE TO BE USED UPON RECALL OF OFFICER AND ENLISTED
NAVAL RESERVE CANVASSER RECRUITERS**

From: Commanding Officer, Navy Recruiting District
To:

Subj: INITIAL ASSIGNMENT FOR RECRUITING DUTY AS A NAVY
RESERVE CANVASSER RECRUITER (CANREC)

Ref: (a) BUPERSINST 1001.40B
(b) NAVPERSCOM MSG DTG _____

1. Per references (a) and (b), you are assigned an initial tour of active duty as a Navy Reserve Canvasser Recruiter. By your signature below, you certify that you are aware that, except in time of war or national emergency hereafter declared by appropriate authority, or when otherwise authorized by law, you will be released from active duty upon expiration of this obligation unless otherwise extended by the Navy Personnel Command (PERS-491D), and that you have no entitlement either stated or otherwise implied to an active duty retirement. This and any subsequent sets of orders will be based on your performance and the needs of the Navy, and will be contingent upon Navy Personnel Command approval.

(Signature of Commanding Officer)

(Signature of Member)

Copy to:
NAVPERSCOM (PERS-491D)
COMNAVCRUITCOM (N1)

Enclosure (4)

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**CORRESPONDENCE TO BE USED IN COUNSELING
SUBSTANDARD PERFORMANCE**

From: Commanding Officer, Navy Recruiting District
To:

Subj: NOTIFICATION OF SUBSTANDARD PERFORMANCE

Ref: (a) BUPERSINST 1001.40B

Encl: (1) Counseling Record (NAVPERS 1616/26 or 1610/2, as
applicable)

1. Per reference (a), you have been counseled this date concerning your substandard performance. Specific deficiencies are outlined in enclosure (1).

2. As a result of this consultation, a plan to assist in correcting the deficiencies noted in your substandard performance has been established and discussed. Should your performance not improve to an acceptable level, you may be nominated for non-continuation on active duty as a Navy Reserve Canvasser Recruiter at the end of your current set of orders.

(Signature of Commanding Officer)

From:

To: Commanding Officer, Navy Recruiting District

Subj: ACKNOWLEDGEMENT OF SUBSTANDARD PERFORMANCE

1. I acknowledge the notification of substandard performance as delivered.

(Signature of Member)

Enclosure (5)

BUPERSINST 1001.40B
25 Oct 06

**SAMPLE FORMAT FOR CONTINUATION LETTER
FOR OFFICIAL USE ONLY - PRIVACY SENSITIVE**

From: Commanding Officer, Navy Recruiting District
To: Navy Personnel Command (PERS-491D)
Subj: NAVY RESERVE CANVASSER RECRUITER CONTINUATION
Ref: (a) BUPERSINST 1001.40B
Encl: (1) FY-__ Goal versus Attainment Statistics

1. Per reference (a), the following personnel are recommended for continuation. Enclosure (1) pertains.

RANK/RATE	NAME	SSN	BSC	CANREC	NUMBER OF
				START	MONTHS
				DATE	RECOMMENDED
					12, 24, OR 36

2. Commanding officer's comments on performance to justify continuation:

(Signature of Commanding Officer)

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Enclosure (6)

**SAMPLE FORMAT FOR NON-CONTINUATION LETTER
FOR OFFICIAL USE ONLY - PRIVACY SENSITIVE**

From: Commanding Officer, Navy Recruiting District
To: Navy Personnel Command (PERS-491D)

Subj: NAVY RESERVE CANVASSER RECRUITER CONTINUATION

Ref: (a) BUPERSINST 1001.40B

Encl: (1) Additional Information ICO Personnel Not
Recommended for Continuation
(2) NAVPERS 1070/613, Administrative Remarks (page 13)
for members requesting not to be continued

1. Per reference (a), the following personnel are not
recommended for continuation. Enclosures (1) and (2) pertain.

RANK/RATE	NAME	SSN	BSC	CANREC START DATE
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(Signature of Commanding Officer)

Note: Enclosure (1) will contain the following information as a
minimum:

1. Last three enlisted evaluations.
2. Counseling sheets.
3. Formal training documentation.
4. Goal versus attainment for 2 previous fiscal years.
5. Most recent PRT results and height/weight.
6. Has member ever been relieved of supervisory duties? If so,
explain.

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Enclosure (7)

BUPERSINST 1001.40B
25 Oct 06

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Subj: NAVY RESERVE CANVASSER RECRUITER CONTINUATION

7. Awards received in past 3 years and dates issued.
(Gold/Silver Wreaths, Letters of Commendation, medals, etc.)
8. Disciplinary infractions in the past 3 years (if any).

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