



DEPARTMENT OF THE NAVY  
BUREAU OF NAVAL PERSONNEL  
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BUPERSINST 1150.1C  
NRC N1  
12 Feb 09

BUPERS INSTRUCTION 1150.1C

From: Chief of Naval Personnel

Subj: POLICIES AND ADMINISTRATIVE PROCEDURES FOR THE HOMETOWN  
AREA RECRUITING PROGRAM (HARP), OFFICER HOMETOWN AREA  
RECRUITING PROGRAM (OHARP), BLUEJACKET HOMETOWN AREA  
RECRUITING PROGRAM (BJHARP) AND SENIOR MINORITY  
ASSISTANCE TO RECRUITING PROGRAM (SEMINAR)

Ref: (a) NAVPERS 15560D, Military Personnel Manual  
(MILPERSMAN)

Encl: (1) Hometown Area Recruiting Program (HARP)  
(2) Officer Hometown Area Recruiting Program (OHARP)  
(3) Bluejacket Hometown Area Recruiting Program (BJHARP)  
(4) Senior Minority Assistance to Recruiting Program  
(SEMINAR)

1. Purpose. To issue policy and administrative procedures for Hometown Area Recruiting Program (HARP), Officer Hometown Area Recruiting Program (OHARP), Bluejacket Hometown Area Recruiting Program (BJHARP) and Senior Minority Assistance to Recruiting Program (SEMINAR). This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. BUPERSINST 1150.1B.

3. Background. HARP, OHARP and BJHARP returns outstanding Navy personnel to their hometowns to temporarily assist local recruiters in locating and enlisting or commissioning qualified individuals. SEMINAR provides assistance to Navy's image in these communities.

4. Action. Addressees will adhere to policies and administrative procedures contained in reference (a), 1306-900, 1320-306, and enclosures (1) through (4).

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5. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed per Secretary of the Navy (SECNAV) Manual 5210.1 of November 2007.

6. Forms. NAVPERS 1070/613 (Rev. 07-06), Administrative Remarks and NAVPERS 1306/92 (Rev. 12-03) Special Program Screening Form, are available at <http://navalforms.daps.dla.mil/>.



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**HOMETOWN AREA RECRUITING PROGRAM (HARP)**

1. HARP is a non-funded program in which enlisted personnel return to their hometowns for 12 days (beginning on Monday and ending on Friday the following week) to assist local recruiters by relating their Navy experiences to their peers. Participants should be prepared to visit high schools, prior places of employment, and community locations where peers gather, to discuss Navy opportunities while wearing the uniform of the day. Members who participate in the program may do so either on permissive, no-cost Temporary Additional Duty (TEMADD) orders, or while on leave in conjunction with Permanent Change of Station (PCS) orders.

2. HARP Criteria

a. Per reference (a), 1306-900, personnel must be screened by the Commanding Officer (CO) to determine their suitability for participation in the program using NAVPERS 1306/92, Special Program Screening Form, sections A, and D, with a strong CO's endorsement. HARP participants must exemplify the highest standards of military appearance, conduct, and courtesy.

b. There are no age, paygrade, or rating restrictions; however, junior enlisted personnel are especially encouraged to participate.

c. HARP volunteers must be high school graduates from the town where they desire to participate in HARP. Members with a General Education Development (GED) will not be approved for HARP. No waivers will be granted. Members must have a minimum of 1-year aboard first permanent duty station.

d. HARP participants are required to provide their own transportation to and from the assigned Navy Recruiting Station (NRS) and must check-in and out in-person with the recruiter in charge in the uniform of the day.

e. Volunteers must not be in a Limited Duty status due to illness or have any physical incapacity that could limit their participation in the program. Personnel medically authorized to

wear beards must be approved by CO of the Navy Recruiting District (NAVCRUITDIST) having administrative control. Pregnant volunteers may participate in HARP program if the CO, in consultation with health care providers, determines they are physically capable of performing HARP.

f. Requests for HARP participation, as a substitute for humanitarian assignment or leave, will not be accepted.

g. Blackout dates are the week of Thanksgiving, the last 2 weeks of December, and the 1<sup>st</sup> week of January. During these dates, no HARP requests will be approved.

### 3. Procedures for Submitting HARP Requests

a. After receiving command approval, Command Career Counselors (CCCs) will submit HARP requests in writing to Navy Recruiting Command (NAVCRUITCOM) (N1) 1 month prior to the desired date for no-cost TEMADD orders.

b. Requests may be submitted by facsimile to commercial (901) 874-9151/DSN 882, facsimile copy must show all signatures.

c. All requests must be filled out on the HARP request form located on the Recruiter Assistance Programs Web site at [www.cnrc.navy.mil](http://www.cnrc.navy.mil), along with NAVPERS 1306/92. All other forms will not be accepted.

4. HARP in Conjunction with PCS Orders. Members requesting to participate in HARP Duty in conjunction with PCS orders shall submit HARP requests to NAVCRUITCOM (N1) 6 to 9 months prior to the desired date (before PCS orders are finalized). NAVCRUITCOM (N1) shall submit all approved HARP requests to the member's detailer, who will place in the P-Text no-cost Temporary Duty to the NAVCRUITDIST or NRS member is assigned to, along with approved dates. Members will not be entitled to reimbursement for any travel, transportation, per diem or miscellaneous expenses connected with HARP duty. Participants must obtain a NAVPERS 1070/613, Administrative Remarks, from the Recruiter-in-Charge, signed by the CO of the NAVCRUITDIST where member was assigned, documenting the member's participation in the HARP program. Upon reporting to the next duty station, such documentation will constitute the authority for the servicing

Personnel Support Activity Detachment (PERSUPPDET) to credit the member with 12 days of non-chargeable leave.

5. Confirmation of HARP requests. NAVCRUITCOM (N1) will confirm all HARP requests as soon as possible. If confirmation has not been received within 3 weeks after submission, or 1 to 2 weeks prior to requested start date the CCC should contact NAVCRUITCOM (N1) at commercial (901) 874-9202/DSN 882. NAVCRUITCOM (N1) will provide the NAVCRUITDIST address, phone number, and approved dates of participation. The parent command will issue TEMADD orders accordingly.

6. Cancellations and Modifications. Commands must notify NAVCRUITCOM (N1) of any cancellations or date modifications as far in advance as possible.

7. No Show for HARP Duty. Commands will be notified for members who are a no-show for HARP duty. Once the command has been notified the member should be charged 12-days leave.

**OFFICER HOMETOWN AREA RECRUITING PROGRAM (OHARP)**

1. OHARP returns Navy officers to their hometown areas for 14 to 90 days to assist officer recruiters in locating individuals for Navy officer programs. Participants should be prepared to accompany the NAVCRUITDIST's officer recruiters on visits to colleges and universities, centers of influence, and community events. They will wear the uniform of the day and will be expected to discuss Navy opportunities and career paths.

2. OHARP Criteria

a. Ideally, the participant should be a current or former resident of, or have attended college in the area served by the NAVCRUITDIST in which OHARP participation is desired.

b. There are no age or rank restrictions.

c. The period of OHARP is determined by NAVCRUITCOM (N1) and is subject to approval by the officer's detailer.

d. Requests for OHARP participation, as a substitute for humanitarian assignment or leave, will not be accepted.

3. No-Cost TEMADD or Temporary Duty (TEMDU). Officers volunteering to participate in OHARP do so on permissive, no-cost TEMADD orders or on no-cost TEMDU orders in conjunction with PCS orders. OHARP volunteers accept the TEMADD or TEMDU assignment with the understanding that they will not be entitled to reimbursement for any travel, transportation, per diem, or miscellaneous expenses connected with this duty per reference (a), 1320-306. If the volunteer elects not to bear this expense, participation in the program must be cancelled by notifying NAVCRUITCOM (N1) prior to the scheduled reporting date.

4. Funded TEMADD (Travel and Per Diem Authorized). Dependent upon Navy's accession requirements, (community specific) funding for officers to travel to the location of the college they attended may be provided. Funding for travel and per diem will be provided for the period as determined by the funding authority. Contact members detailer to determine if funding is available.

5. Procedures for Submitting OHARP Requests. Volunteers should submit OHARP requests in writing using the OHARP request form from the Recruiter Assistance Programs Web site at [www.cnrc.navy.mil](http://www.cnrc.navy.mil), followed by an endorsement from the CO. Requests can be submitted by facsimile to NAVCRUITCOM (N1) at commercial (901) 874-9151/DSN 882 at least 1 month prior to the desired date for no-cost TEMADD orders and 6 to 9 months prior to the desired date (before PCS orders are finalized) for no-cost TEMDU orders.

a. Officer Candidate School (OCS) accessions may participate in OHARP on a TEMDU basis only. Individuals will normally participate upon completion of their OCS training period.

(1) Requests for OHARP TEMDU will be submitted by memorandum via the initial assignment counselors at OCS (Code 04D) not later than the 4<sup>th</sup> week of training.

(2) Late requests will be considered on a case-by-case basis if submitted by the 5<sup>th</sup> week of training. Requests received after the 5<sup>th</sup> week of training will not be considered.

b. Aviation officers who are students in flight training squadrons and all other officers may participate in OHARP on a TEMADD or TEMDU basis.

6. Confirmation of OHARP Requests. OCS requests will be confirmed upon receipt of PCS orders. TEMDU requests will be confirmed after the detailee has approved.

7. TEMADD Requests. TEMADD requests will be confirmed by NAVCRUITCOM (N1) as soon as possible. If confirmation of a TEMADD request has not been received within 3 weeks after submission of the OHARP request, contact NAVCRUITCOM (N1) at commercial (901) 874-9202/DSN 882.

8. Cancellations and Modifications. Commands must notify NAVCRUITCOM (N1) of any cancellations or date modifications as far in advance of the OHARP assignment as possible.

**BLUEJACKET HOMETOWN AREA RECRUITING PROGRAM (BJHARP)**

1. BJHARP is a funded program in which outstanding junior enlisted personnel are given the opportunity to return to their hometowns for a minimum of 10 working days. Participants are expected to identify and assist recruiters in contacting potential prospects, provide names of referrals and accompany the recruiter on the referral visit. Members who participate in the program do so on TEMADD orders. Orders may be issued in conjunction with regular leave.

2. On a case-by-case basis a few selected personnel detaching from training commands are able to participate in this program via PCS orders. Training commands should coordinate transfer orders and BJHARP with Navy Personnel Command (PERS-4).

3. BJHARP Criteria

a. Selected and screened by the CO for suitability for participation in the program.

b. Member must be highly motivated, a volunteer, and serving on their first or second enlistment.

c. Member must be a High School Diploma Graduate. Members with a General Education Development (GED) will not be approved for BJHARP, no waivers will be granted.

d. Member must have a place to stay in their hometown.

e. Meet Navy Physical Fitness Assessment (PFA) standards.

f. BJHARP participants are required to provide their own transportation to and from the assigned NRS and must check-in and out in-person with the recruiter in charge.

g. Attend a brief indoctrination at a designated location in the area of their parent command or at the local NRS in their hometown.

h. Personnel participating in BJHARP must sign a NAVPERS 1070/613, Administrative Remarks, stating they understand that prerequisites for assignment are voluntary participation and

personally procured lodging arrangements. As a result of having made these arrangements, participants will be authorized the reduced meals and incidental expenses per diem rate of \$10 per day while they are on BJHARP. If, upon reporting for duty, anticipated lodging and subsistence arrangements are not available at the BJHARP location, the supported recruiter should immediately contact the BJHARP Coordinator for further guidance. At that time, it must be determined if the member will be recalled from BJHARP duty, or if fully funded lodging and subsistence will be authorized.

4. Procedures for Submitting BJHARP Requests

a. BJHARP request must be filled out on the BJHARP request form located on the Recruiter Assistance Programs Web site at [www.cnrc.navy.mil](http://www.cnrc.navy.mil).

b. CCCs may submit BJHARP requests by facsimile to NAVCRUITCOM (N1) at commercial (901) 874-9151/DSN 882. CCCs must contact the BJHARP Coordinator at commercial (901) 874-9202/DSN 882 to be issued an access code. Commands must allow a 30-day "lead time" between BJHARP request and actual start date.

5. Confirmation of BJHARP Requests. NAVCRUITCOM (N1) will confirm all BJHARP requests as soon as possible. If confirmation has not been received within 3 weeks after submission of the BJHARP request, CCCs should contact NAVCRUITCOM (N1) at commercial (901) 874-9202/DSN 882. NAVCRUITCOM (N1) will provide the assigned NRS, address, phone numbers, accounting data, and approved dates of participation. The parent command will issue TEMADD orders accordingly.

6. PCS Orders. BJHARP in conjunction with PCS orders will be limited to a maximum of 100 personnel per year.

7. Cancellations and Modifications. Detailers must notify NAVCRUITCOM (N1) of any cancellations or date modifications as far in advance of the assignment as possible.

**SENIOR MINORITY ASSISTANCE TO RECRUITING PROGRAM (SEMINAR)**

1. The SEMINAR program was established to provide assistance to the Navy in its effort to recruit more Black, Hispanic, and Asian/Pacific Islander applicants and to enhance Navy's image in these communities. SEMINAR temporarily returns highly qualified Black, Hispanic, and Asian/Pacific Islander officers and senior enlisted personnel to their home communities for 20 days to meet with local influential community members and to discuss the vast educational, career, and advancement opportunities the Navy offers.

2. SEMINAR Criteria

a. SEMINAR participants must be volunteers in paygrades E6 through O6.

b. Although the program is specifically targets Black, Hispanic, and Asian/Pacific Islander communities, participation is open to other minorities.

c. There are no age or rating restrictions.

d. SEMINAR duty cannot be combined with OHARP/HARP on the same set of PCS orders.

e. A maximum of 100 officer and 100 enlisted personnel will be approved for SEMINAR duty per fiscal year. This limitation is subject to review based on PCS funding.

3. SEMINAR Orders. SEMINAR is performed in conjunction with PCS orders and, in most cases, the participant is entitled to per diem and travel allowances. SEMINAR volunteers are administratively assigned for check-in/check-out procedures to the NAVCRUITDIST having administrative control for the particular hometown area. TEMADD assignments in the SEMINAR program are not permitted.

4. Procedures for Submitting SEMINAR Requests. Individuals should submit SEMINAR requests using the SEMINAR request form on the Recruiter Assistance Programs Web site at [www.cnrc.navy.mil](http://www.cnrc.navy.mil). Request can be submitted by facsimile at commercial (901) 874-9202/DSN 882 to NAVCRUITCOM (N1) 6 to 9 months prior to the

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desired date (before PCS orders are finalized). Requests should be accompanied by an endorsement from the CO.

5. Confirmation of SEMINAR Requests. NAVCRUITCOM (N1) will confirm SEMINAR requests as soon as possible after the detailer has approved funding. SEMINAR request status may be obtained by calling NAVCRUITCOM (N1) at commercial (901) 874-9141/DSN 882.

6. Cancellations and Modifications. Detailers must notify NAVCRUITCOM (N1) of any cancellations or date modifications as far in advance of the SEMINAR assignment as possible to facilitate coordination with detailers.