



DEPARTMENT OF THE NAVY

NAVAL AIR STATION OCEANA
VIRGINIA BEACH, VIRGINIA 23460-5120

IN REPLY REFER TO:

NASOCEANAINST 1100.1C

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05 OCT 1998

NAS OCEANA INSTRUCTION 1100.1C

Subj: HOMETOWN AREA RECRUITING PROGRAM (HARP)

Ref: (a) OPNAVINST 1300.16A

Encl (1 NAS Oceana HARP Request Form

1. Purpose. To provide qualification guidelines and information on assignment of Naval Air Station (NAS) Oceana personnel to the Hometown Area Recruiting Program (HARP).

2. Cancellation. NASOCEANAINST 1100.1B. Because of numerous revisions, paragraph markings have been omitted.

3. Policy. HARP is a program that returns enlisted personnel to their hometowns to assist local recruiters by relating Navy experiences to their peers. Individuals volunteering to participate do so on permissive, no cost Temporary Additional Duty (TAD) orders and are assigned to the recruiting station nearest their hometown. HARP duty is not to be used in lieu of annual leave, may not be performed in conjunction with Permanent Change of Station (PCS) orders and leave is not a prerequisite. However, TAD orders may include a leave period either preceding or following the duty. HARP duty assignments shall be for a minimum of ten working days, commencing on a Monday and ending on the Friday of the following week. HARP duty and leave shall not exceed 30 total days in length.

4. Discussion. Highly motivated and deserving personnel are invited to participate in the HARP program on a not-to-interfere basis with primary duties and operational commitments of their respective department.

5. Qualifications. In addition to the requirements listed in reference (a), NAS Oceana personnel shall meet the following eligibility requirements:

- a Volunteers accepted at any age
- b. Complete six months on board NAS Oceana.
- c. No evaluation marks below 3.0 on the last two regular evaluations.
- d. No nonjudicial punishments, courts martial or civil convictions in the past 24 months.
- e No history of drug abuse

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- f. No history of alcohol abuse in the past 12 months
- g. Be within body fat standards.
- h. Be interviewed by Division Officer.
- i. Exemplify the highest standards of military appearance, conduct and courtesy.
- j. Have a complete seabag.
- k. Provide own transportation to and from recruiting station

6. Procedures for Submitting HARP Requests

a. Requests shall be submitted to the Command Career Counselor Office using Special Request/Authorization (NAVPERS 1336/3), with enclosure (1) attached.

b. Requests must be received thirty days prior to desired primary commencement date of HARP duty or leave date, whichever is sooner, to allow the Command Career Counselor processing and approval time.



S. E. BENSON

Distribution:
NASOCEANAINST 5216.1R
Lists I (Case A)

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NAS OCEANA HARP REQUEST FORM

Date:

From: _____ Department

To: Command Career Counselor

Subj: HARP DUTY REQUEST ICO _____

Ref: (a) OPNAVINST 1300.16A

1. Per reference (a), the following information is provided:

Rate: _____ Name: _____
Last, First, Middle Int

SSN: _____

Work Phone # _____

Date of Birth: _____ Race, Ethnic Group

Hometown: _____

State: _____ Zip Code

High School Attended: _____

Primary and alternate HARP date(s) desired (TAD is 12 calendar days commencing Monday - ending Friday of the following week)

Primary Dates: _____

Alternate Dates: _____

Command UIC: _____

(Department Career Counselor): _____

Leave dates to be used in conjunction with Harp Duty:

Date/Time Begin: _____

Date/Time End: _____

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2. I certify that _____ is suitable in all respects for assignment to HARP duty and meets all requirements per reference (a).

Division Officer Signature