

MILPERSMAN 1306-954

RECRUIT DIVISION COMMANDER (RDC) DUTY

Responsible Office	NAVPERSCOM (PERS-4010D)	Phone:	DSN COM FAX	882-3855/3878 (901) 874-3855/3878 882-2646
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References	(a) SECNAVINST 6120.3A (b) OPNAVINST 6110.1K (c) OPNAVINST 1740.5D (d) CNO WASHINGTON DC 311732Z Mar 16 (NAVADMIN 082/16)
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1. **Program Background.** Recruit division commanders (RDC) are the single most important factor in preparing new enlisted members, officer candidates, and newly accessioned officers for a successful Navy career. Few billets are as demanding as those of training recruits, officer candidates, and newly accessioned officers.

a. Members assigned to Navy Recruit Training Command (NAVCRUITRACOM), Officer Training Command (OTC), the United States Naval Academy (USNA), Naval Academy Preparatory School (NAPS), and the United States Navy Ceremonial Guard must continually demonstrate superior leadership and motivational skills in demanding, and often, unique situations.

b. The tasks required are mentally, physically, and emotionally demanding. RDC duty is similar in nature to an operational deployment. RDCs train from reveille to taps in a schedule-driven, high-operational-tempo environment. The work requires proven self-discipline and imaginative problem-solving skills.

c. Above all, RDCs must be highly principled and possess a strong character, personal and professional integrity, and be committed to reflecting the Navy's core values. RDCs must also be physically fit as the work is physically demanding.

2. Policy

a. Enlisted members (pay grades E-5 to E-9) will be considered for assignment as an RDC. E-5 candidates (no waivers for rate) must have a minimum of 6 years active service with 2 years time-in-rate (waivers may be granted on a case-by-case basis). Members with 15 years or more of service will not be approved for transfer to the Fleet Reserve before completion of the minimum tour. High year tenure waivers for E-6 and E-5 members will be considered on a case-by-case basis for highly qualified members.

b. Warfare qualification is required (waivers granted on a case-by-case basis).

c. Armed Services vocational aptitude battery minimum verbal expression (VE) score of 50 is required (waivers may be granted on case-by-case basis).

d. Pregnancy is not disqualifying.

e. Tour length will be a minimum of 36 months, which commences upon successful graduation of RDC "C" School.

3. RDC Duty Benefits

a. Special duty assignment pay;

b. Additional annual clothing allowance of \$220;

c. Free military uniform dry-cleaning services while actively training a recruit division;

d. Opportunity to earn a master training specialist qualification;

e. Per the American Council on Education, RDCs can earn up to 15 college credits (upper and lower) toward a bachelor's degree; and

f. Upon completion of a full 36-month RDC tour, members will be guaranteed a choice of coast assignment. To apply, a candidate must submit [NAVPERS 1306/7](#) Electronic Personnel Action Request 12 to 15 months prior to his or her projected rotation date.

4. **Screening Package Requirements.** Upon release and or notice from their rating detailer, members will receive a screening via naval message. Candidates will have 30 days from the date of message to complete and submit their screening packages to Navy Personnel Command (NAVPERSCOM) Shore Special Program Branch (PERS-4010) Detailer (PERS-4010D). Screening packages must include the following documentation:

a. **Commanding Officer (CO) or Officer-in-Charge (OIC) Certification.** The CO or OIC will interview the candidate and certify that the candidate has completed and documented all screening requirements via [NAVPERS 1306/96](#) Recruit Division Commander Screening.

b. **Performance Evaluations.** No mark below 3.0 in any trait on [NAVPERS 1616/26](#) Evaluation Report and Counseling Record (E1-E6) or [NAVPERS 1616/27](#) Evaluation and Counseling Record (E7-E9), and must reflect a steady and or improving trend for the past 36 months.

c. **Legal Issues.** A waiver is required for a candidate with any non-judicial punishment (NJP), court-martial conviction, civilian conviction, significant involvement with civilian authorities, or moral or integrity violations. Waivers will be authorized on a case-by-case basis. A waiver is not authorized for any NJP or detachment for cause within the last 24 months or any sex-related offense, either pre-service or during service.

d. **Medical and Dental.** Per references (a) and (b), health and dental records must be screened at a medical treatment facility for the [NAVMED 6120/4](#) Periodic Health Assessment (PHA) and [NAVPERS 6110/3](#) Physical Activity Risk Factor Questionnaire (PARFQ). Medical conditions identified during the screening will then be documented on [NAVPERS 1306/96](#).

(1) **Physical Limitations.** List any known medical conditions which would preclude full participation in strenuous daily exercise with recruits and the physical readiness program, specifically any medical limitations that would prevent prolonged standing, running, marching, or voice inflection.

(2) **Mental Health Status.** Members with any documented psychiatric care, a history of stress-related conditions such as depression, suicidal behaviors, nervous breakdowns, or anger management concerns will be found unsuitable for RDC duty. Any history of emotional and or cognitive impairment (e.g., post-

traumatic stress disorder or tendency for irritability, aggression, or agitation as an unusual reaction to stress) must be fully documented and presented to PERS-4010 and Commander, NAVCRUITRACOM (COMNAVCRUITRACOM) for consideration and waiver.

(3) Dental Classification. Candidates must be in dental class I or II prior to transfer.

(4) Medical Waivers. Candidates with permanent "no shave chit" medical waivers will be considered on a case-by-case basis.

e. Command Financial Specialist (CFS). Prior to transfer, all candidates must be thoroughly screened per reference (c) to ensure financial stability. Serious financial problems or indebtedness which is not resolved or a documented history of indebtedness over the last 3 years is disqualifying for RDC duty. Candidates with a discretionary surplus of less than \$500 after all monthly living expenses and debts are paid, should not be recommended for RDC duty.

f. Command Drug and Alcohol Program Advisor. Any candidate with a documented alcohol-related incident (e.g., driving under the influence of alcohol, driving while intoxicated, or public intoxication within the previous 3 years, or any two alcohol incidents) is deemed unsuitable. Additionally, a candidate who has successfully completed alcohol rehabilitation level II or III (self-referral or directed) must not have any alcohol-related incidents or repeated counseling for alcohol involvement for the entire period after treatment or counseling completion date. All alcohol-related incidents require a waiver.

g. Command Managed Equal Opportunity (CMEO). Candidates must be screened by the CMEO representative. All substantiated cases of Equal Opportunity Program violations which resulted in NJP, marks of 2.0 in equal opportunity on evaluations, or conviction at court-martial or civilian criminal court is disqualifying.

h. Family Advocacy Program (FAP). Candidates must be screened by a FAP representative. Substantiated FAP cases involving physical abuse are disqualifying while families are in treatment (i.e., open FAP case, resolved substantiated FAP, or civil charges) and for 2 years after treatment. Waivers are required for all substantiated FAP cases. All candidates

involved in substantiated cases involving child abuse, sexual molestation, or any sexual assaults are permanently disqualified from RDC duty.

i. **Physical Fitness Assessment (PFA)**. Waivers for PFA requirements will be considered on a case-by-case basis by PERS-4010. The following requirements apply:

(1) Upon package submission, candidates must be within height, weight, and body composition assessment (BCA) standards.

(2) Candidates must have passed the last three regularly scheduled PFAs (both physical readiness test (PRT) and BCA).

(3) Candidates must have scored "good low" or higher on the most recent PRT. Alternate cardio is authorized for qualification. RDCs will run during RDC "C" School and when actively training recruits; however, the cardio portion of the PRT screening requirement can be met by any authorized cardio method.

(4) Candidates must be within BCA standards at the time of transfer. Candidates not within BCA standards will be dropped from training and made available to detailing for immediate needs of the Navy.

j. **Exceptional Family Member Program (EFMP)**. EFMP enrollment is not disqualifying for categories 1 through 4. However, candidates with dependents enrolled in the EFMP should be identified by the primary care provider and counseled by the command representative concerning the availability of required treatment services and the demanding nature of RDC duty. If the candidate is currently processing a dependent's enrollment application for the EFMP, contact NAVPERSCOM Deployability Assessment Branch (PERS-454) Exceptional Family Member Program Manager and PERS-4010D for further instructions.

k. **Family Care Plan**. A single parent or dual military candidate must have a current family care plan on file and be counseled concerning working hours, duty requirements, and extended childcare requirements, and documented on [NAVPERS 1070/613](#). Point of contact for this information: **RDC "C" School Leading Chief Petty Officer (DSN: 792-4994 x144, COMM: (847) 688-4994 x144).**

1. **Tattoos**

(1) Tattoo Criteria. Reference (d) outlines the acceptable maximum tattoo coverage standards for continued service.

(a) Location. One tattoo is authorized on the neck and must not exceed 1 inch in measurement in any dimension (height and width). Tattoos meeting these requirements are acceptable behind the ear. Permissible tattoos on the torso area of the body must not be visible through white uniform clothing. No tattoos are permitted on the head, face (to include ear), and scalp.

(b) Size. The size restriction for visible tattoos is limited to the area of the neck and behind the ear only. Leg and arm tattoos can be of any size. A tattoo on the neck or behind the ear will not exceed 1 inch in measurement in any dimension (height and width).

(c) Content. Tattoos located anywhere on the body that are prejudicial to good order, discipline, and morale or are of a nature to bring discredit upon the Navy are prohibited. For example, tattoos that are obscene, sexually explicit, and or advocate discrimination based on sex, race, religion, ethnicity, or national origin are prohibited. Additionally, tattoos that symbolize affiliation with gangs or supremacist or extremist groups or advocate illegal drug use are prohibited. Waivers will not be given for tattoos with prohibited content.

(d) Cosmetic Tattoos. Cosmetic tattoos are authorized to correct medical conditions requiring such treatment. Cosmetic tattooing refers to medical or surgical procedures conducted by licensed, qualified medical members.

(2) Tattoo Waivers. Requests for tattoo waivers must be submitted via e-mail to PERS-4010D for approval and must include all of the following documentation:

(a) Completed [NAVPERS 1306/96](#);

(b) Full-length color photo in Navy physical training uniform (front and back);

(c) Close-up color photo of applicable tattoo(s);

(d) Explanation of the meaning of the tattoo; and

(e) Copy of [NAVPERS 1070/613](#), as required by reference (d).

m. **Security Clearances**. Per [MILPERSMAN 1306-953](#), assignment to NAVCRUITRACOM, OTC, USNA, NAPS, and the United States Navy Ceremonial Guard requires the candidate to have a current adjudicated and favorable national agency check with the local agency and credit checks. Candidates who have not completed this requirement will not be issued orders for RDC duty.

n. **Screening**. A copy of the completed [NAVPERS 1306/96](#) with attached full length three-quarter view photo of the candidate in khaki (E-7 and above) or service uniform (E-6 and below), must be e-mailed to PERS-4010D at mill_npc_rdc@us.navy.mil.

o. **Obligated Service (OBLISERV)**. Required OBLISERV is 36 months from the time the candidate completes RDC "C" School. OBLISERV must be obtained by the command delivering orders within 30 days of receipt. PERS-4010D must be notified by message of any candidate who fails to meet OBLISERV.

p. **Re-Certification**. Candidates must be re-screened by the detaching command 30 days prior to detachment. If status has changed, detaching command must notify (by message) PERS-4010D and either NAVCRUITRACOM, OTC, USNA, NAPS, or the United States Navy Ceremonial Guard (as appropriate) prior to execution of orders.

5. **Company Chief Candidates**. The demanding work of company chief involves the development of officers; therefore, chief petty officer and senior chief petty officer candidates should possess significant experience working with and or mentoring junior officers. Company chief applicants for OTC, USNA, and NAPS must have completed one operational tour as a chief petty officer and have at least a year in grade.

a. Candidates applying for company chief positions at USNA and NAPS will forward screening packages to the respective senior enlisted leader for final approval and complete a telephone or video teleconference interview. Upon acceptance, PERS-4010D will process permanent change of station orders. Approved candidates will receive follow-on training at NAVCRUITRACOM "C" School in Great Lakes, IL for RDC and recruit

instructor (Navy enlisted classification (NEC) 8RDC) and instructor (NEC 805A) training.

b. Candidates applying for company chief petty officer positions at OTC will forward screening packages to PERS-4010D for approval. Upon acceptance, PERS-4010D will process permanent change of station orders. Approved candidates will receive follow-on training at NAVCRUITRACOM "C" School in Great Lakes, IL for NECs 8RDC and 805A training.

6. **Waivers**. Waivers for the requirements contained in this article will be granted by PERS-4010 in consultation with COMNAVCRUITRACOM prior to releasing orders. COMNAVCRUITRACOM is the final waiver authority on all RDC candidates prior to arriving at RDC "C" School or while in training at RDC "C" School. Should RDC candidates assigned to OTC, USNA, or the Navy Ceremonial Unit fail to meet the waiver requirements of this article, COMNAVCRUITRACOM will inform PERS-4010D and either OTC, USNA, NAPS, or the United States Navy Ceremonial Guard (as appropriate).