

MILPERSMAN 1306-954

RECRUIT DIVISION COMMANDER (RDC) DUTY

Responsible Office	NAVPERSCOM (PERS-4010D)	Phone:	DSN	882-3855/3878
			COM	(901) 874-3855/3878
			FAX	882-2646

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone:	Toll Free	1-866-U ASK NPC
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References	(a) SECNAVINST 6120.3 (b) OPNAVINST 6110.1J (c) OPNAVINST 1740.5C (d) NAVADMIN 082/16
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1. **Program Background.** Recruit division commanders (RDC) are the single most important factor in preparing new enlisted personnel, 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. Personnel 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 strong character, personal and professional integrity, and must 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 personnel (pay grades E-5 to E-9) will be considered for assignment as an RDC. E-5 candidates (no waivers for rank) must have a minimum of 6 years active service with 2 years time-in-rate (waivers granted on case-by-case basis). Personnel with 15 years or more 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 will be considered on a case-by-case basis for highly qualified members.

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

c. Armed Services Vocational Aptitude Battery minimum VE score of 50 is required (waivers granted on case-by-case basis).

d. Pregnancy is not disqualifying.

e. Tour length will be a minimum 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 dry cleaning services while actively training a recruit division;

d. Opportunity to earn master training specialist qualification;

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

f. Upon completion of a full 36-month RDC tour, personnel will be guaranteed choice of coast assignment. To apply, a candidate must submit NAVPERS 1306/7 Enlisted Personnel Action Request 12-15 months prior to PRD. NAVPERS 1306/7 may be accessed by using the following Web address:

<https://www.mynavyhr.navy.mil/References/Forms/NAVPERS/>

4. **Screening Package Requirements.** Upon release/notice from rating detailer, Service Member 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 the NAVPERSCOM, Shore Special Program Detailer (PERS-4010D). Screening packages will include the following items:

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. NAVPERS 1306/96 may be accessed by using the following Web address:
<https://www.mynavyhr.navy.mil/References/Forms/NAVPERS/>;

b. **Performance Evaluations.** No mark below 3.0 on NAVPERS 1616/26 Evaluation Report and Counseling Record (E1-E6) or NAVPERS 1616/27 Evaluation and Counseling Record (E7-E9) in any trait 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), courts-martial conviction, civilian conviction, significant involvement with civilian authorities, or moral/integrity violations. Waivers will be authorized on 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 and NAVPERS 6110/3 Physical Activity Risk Factor Questionnaire. Medical conditions identified during the screening will then be documented on NAVPERS 1306/96.

(1) 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. Personnel with any documented psychiatric care, a history of stress-related problems such as depression, suicidal ideations, nervous breakdowns, or anger management concerns will be found unsuitable for RDC duty. Any

history of emotional/mental instability (e.g., post-traumatic stress disorder or tendency for violent reaction to stress) must be fully documented and presented to Navy Personnel Command (NAVPERSCOM) (PERS-4010) and NAVCRUITRACOM for consideration and waiver.

(3) Candidates must be a Dental Class I or II prior to transfer.

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

e. **Command Financial Specialist (CFS)**. All candidates must be screened thoroughly prior to transfer, per reference (c), to ensure financial stability. Serious financial problems or indebtedness which are not resolved, or a documented history of indebtedness over the last 3 years are 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, public intoxication within the previous 3 years, or any two alcohol incidents) is unsuitable. In addition, 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)**. Candidate 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 are 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).** Upon package submission, candidates must be within height, weight, and body composition assessment (BCA) standards. Candidates must have passed the last 3 years of regularly scheduled PFAs (both physical readiness test (PRT) and BCA). Applicant must be within BCA standards at time of transfer. Waivers for PFA requirements will be considered on a case-by-case basis by NAVPERSCOM (PERS-4010).

(1) Candidate must have scored "good low" or higher on the most recent PRT. RDCs are required to run during RDC "C" School and must run with their recruits during training. Due to the nature of the assignment, the run portion of the PRT may not be substituted with any other optional cardiovascular event.

(2) Candidates must pass the run portion of most recent PRT for NAVCRUITRACOM, OTC, USNA, NAPS and the United States Navy Ceremonial Guard RDC assignments. Any candidate who receives a waiver from the run portion of the last PRT must schedule a mock PFA, pass the run portion, and document the results on a NAVPERS 1070/613 Administrative Remarks, signed by the command fitness leader and CO/OIC.

(3) Candidates are expected to be within BCA standards. 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, Exceptional Family Member Program Manager (PERS-456) and NAVPERSCOM (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; documented on NAVPERS 1070/613

entry. Point of contact for this information: **RDC School LCPO
(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 one inch in measurement in any dimension (height/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. Tattoo on the neck or behind the ear will not exceed one inch in measurement in any dimension (height/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 naval service 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. In addition, tattoos that symbolize affiliation with gangs, 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 personnel.

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

(a) Completed NAVPERS 1306/96 which may be accessed by using the following Web address:
<https://www.mynavyhr.navy.mil/References/Forms/NAVPERS/>;

(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 United States Navy Ceremonial Guard requires the candidate to have a current adjudicated and favorable national agency check with local agency and credit checks. Candidates that have not completed the above-mentioned requirement will not be issued orders for RDC duty.

n. **Screening.** A copy of 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 NAVPERSCOM (PERS-4010D).

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. NAVPERSCOM (PERS-4010D) must be notified by message of any candidates who fail to 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) NAVPERSCOM (PERS-4010D) and either NAVCRUITRACOM, OTC, USNA, NAPS, or 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 the NAPS must have completed one operational tour as a chief petty officer and have at least 1 year in grade.

a. Candidates applying for company chief petty officer 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, NAVPERSCOM (PERS-4010D) will process permanent change of station orders. Approved candidates will receive follow-on training at NAVCRUITRACOM "C" School in Great Lakes (NEC 8RDC) and journeyman instructor training (NEC 805A)

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

6. **Waivers**. Waivers for the requirements contained in this article will be granted by NAVPERSCOM (PERS-4010) in consultation with CO, NAVCRUITRACOM prior to releasing orders. CO, NAVCRUITRACOM 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 Navy Ceremonial Unit fail to meet the waiver requirements of this article, the CO, NAVCRUITRACOM will inform NAVPERSCOM (PERS-4010D) and either OTC, USNA, NAPS, or the United States Navy Ceremonial Guard (as appropriate).