

MILPERSMAN 1306-964

RECRUITING DUTY

Responsible Office	NAVPERSCOM	Phone:	DSN	882-2352
	(PERS-4010C)		COM	(901) 874-2352
			FAX	(901) 874-2646

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone:	Toll Free	1-866-U ASK NPC
------------------------------------	--------	-----------	-----------------

Reference (s)	(a) NAVADMIN 089/16 (b) DoD 7000.14R, Department of Defense Financial Management Regulation (c) NAVMED P-117, Manual of the Medical Department (MANMED) (d) OPNAVINST 1740.5C (e) NAVADMIN 082/16
----------------------	---

1. **Program Background.** The mission of recruiting is to inform, attract, influence, and hire the highest quality men and women for enlisted, officer candidate, and officer status in the Active and Reserve Components of the Navy. Recruiting is one of the most demanding billets in the Navy due to the pressures associated with a fast-paced sales environment. Experience has shown that personnel with strong records of performance in the fleet and who are at ease discussing Navy programs with others have the ability to succeed on recruiting duty.

2. **Policy**

a. **Billets.** Enlisted personnel (pay grades E-5 through E-8) are ordered to Navy recruiting districts (NRDs) or (its successor) talent acquisition operation centers (TAOCs) for a 36-month tour commencing once on station. Exceptionally qualified E-4s may be considered on a case-by-case basis for recruiting duty. Navy Personnel Command (NAVPERSCOM), Shore Special Programs Distribution Branch (PERS-4010) in coordination with Commander, Navy Recruiting Command (N1) are the final approval authority for E-4 applicant determinations. Military personnel are ordered in as recruiters or into support billets. The NRD or TAOC assigns recruiters to local recruiting activities and military support personnel to a military entrance processing

station (MEPS) or an NRD located within the country. There are limited numbers of production recruiter billets in Japan, Guam, Europe, Puerto Rico, and St. Thomas.

b. Recruiters

(1) Production recruiters (Navy enlisted classification (NEC) 803R) and officer recruiters (NEC 805R) are typically on independent duty and are often stationed in areas far from military installations and associated support facilities. As such, they may be the only Navy representative within a civilian community.

(2) Production recruiters are responsible for achieving demanding contract and accession goals. They must be knowledgeable of myriad recruiting programs and be able to convey this information to applicants.

c. Assignment. Upon receipt of permanent change of station (PCS) orders assigning a member to recruiting duty, the NRD or (its successor) the TAOC will provide the transferring command with the ultimate duty station (ULTDUSTA) assignment, normally a local recruiting activity, for inclusion in the member's transfer order.

(1) The member must keep in mind that the decision of the commanding officer (CO) regarding ULTDUSTA assignment will be based on the needs of the NRD or TAOC at the time of the member's arrival at the command.

(2) A guaranteed assignment to a specific city or local recruiting activity location may not be feasible.

d. Moves. COs may be required to move members to new duty assignments during their tour to meet mission essential requirements. Additionally, these requirements must be in the Government's best interest and not primarily for the member's convenience. Move types are:

- (1) Close proximity moves; or
- (2) Out-of-proximity moves.

e. Tour. In computing the tour length for recruiting duty, the tour must commence on the date the member reports to the NRD (parent command), even though the member may receive a different

assignment upon reporting and ultimately be assigned to a local recruiting activity.

(1) Overseas recruiting tour lengths are established per Department of Defense area tour requirements.

(2) The tour length for nuclear qualified members will be computed from the date they are detached from their present command to ensure they are not out of the nuclear field for more than 36 months.

f. **Temporary Duty Under Instruction (TEMUINS)**. As part of their PCS, production recruiters and classifiers are sent TEMUINS to Navy Recruiting Orientation Unit (NORU) located in Pensacola, FL.

(1) The course of instruction is 5 weeks for production and officer recruiters, and 4 weeks for classifiers.

(2) Members should ensure the availability of Government quarters (if necessary) and draw advance per diem prior to transfer.

(3) Instruction consists of competency-based training during which time students learn, develop, and practice competence in areas of selling, prospecting, paperwork, processing, marketing, public speaking, social networking, recruiter incentives, and quality of life.

(4) Upon satisfactory completion of the course of instruction, personnel transfer to their Navy recruiting activity or MEPS.

3. Recruiting Duty Benefits

a. Enlisted recruiters and some military support personnel assigned to recruiting duty are eligible for special duty assignment pay and an opportunity to be stationed at a variety of locations throughout the Navy recruiting command enterprise, per reference (a), and meritorious advancement up to E-6 through the Meritorious Advancement Program.

b. **Recruiters**

(1) Members assigned as recruiters and specific recruiting support personnel may be eligible for special or supplemental clothing monetary allowance per reference (b).

(2) Production recruiters will receive their first allowance upon reporting to their prospective NRD and their second and final entitlement on the anniversary of their report date.

(3) Members should obtain extra uniforms and accessories prior to arrival at their ULTDUSTA, as it may be difficult to purchase new items while on independent duty.

4. **Requirements and Qualifications**

a. **CO Certification.** All recruiters and military support personnel will be screened for recruiting duty. The CO will certify that the member has been screened using NAVPERS 1306/93 Recruiting Duty Screening, (complete sections A, B, C, and D) which may be accessed by using the following Web address:
<https://www.mynavyhr.navy.mil/References/Forms/NAVPERS/>.

(1) **Performance Evaluations.** A waiver is required for members with any mark below 3.0 on NAVPERS 1616/26 Evaluation Report and Counseling Record (E-1 through E-6) and NAVPERS 1616/27 Evaluation and Counseling Record (E-7 through E-9) in any trait over the previous 36 months. Use Navy Recruiting Waiver Request (see exhibit 1) and submit the previous 36 months of evaluations along with justification on NAVPERS 1306/93, section D. NAVPERS 1616/26 (E-1 through E-6) and 1616/27 (E-7 through E-9) may be accessed by using the following Web address:
<https://www.mynavyhr.navy.mil/References/Forms/NAVPERS/>.

(2) **Non-judicial Punishment (NJP).** A waiver is required for members with any NJP, court-martial conviction, civilian conviction, and or significant involvement with civilian authorities or moral/integrity violations. Waivers will be authorized on case-by-case basis; however, a waiver is not authorized for any sex-related offenses occurring during their career or pre-service. Submit waivers using Navy Recruiting Waiver Request (see exhibit 1), evaluations for the previous 36 months, and a copy of the charge sheet or Electronic Military Personnel Records System page.

(3) **Physical Fitness Assessment (PFA)**. All recruiters and military support members must have passed the last 3 years of regularly scheduled PFAs. They must also be currently within body composition assessment (BCA) standards and **must be in BCA standards at time of transfer**. If a member exceeds the maximum height and weight standards and requires further measurements, a letter will be submitted from the command fitness leader to NAVPERSCOM (PERS-4010) with specific measurements. Waivers for past failures are considered on a case-by-case basis by NAVPERSCOM (PERS-4010). Use Navy Recruiter Waiver Request (exhibit 1) and submit a completed NAVPERS 1306/93 along with full length color photographs (front and both side views) in short sleeve physical training uniform (PTU) via e-mail to **mill_npcrecruiting@navy.mil**. **Any Service member arriving at NORU not within BCA standards will be dropped from training and made available for immediate needs of Navy detailing.**

(4) **Family Advocacy Program (FAP)**. Substantiated FAP cases for physical abuse are disqualifying while families are in treatment (i.e., open FAP case, resolved substantiated FAP, or civil charges). All members involved in substantiated cases involving child abuse, sexual molestation, or any sexual assaults (incest or other) are permanently disqualified from recruiting duty.

(5) **Command Drug and Alcohol Program Advisor**. Personnel with a documented alcohol incident (e.g., driving under the influence of alcohol, driving while intoxicated, public intoxication) within the previous 3 years or any two incidents during their career are unsuitable. In addition, personnel who have successfully completed alcohol rehabilitation level II or III (self-referral or directed) must not have any alcohol incidents or repeated counseling for alcohol involvement for the entire period after treatment or counseling completion date. All alcohol incidents require a waiver. Items needed for a waiver are: the completed NAVPERS 1306/93, previous 3 years of evaluations, copy of NJP(s), civil law proceeding(s), and any pertinent documents. E-mail all required documentation to NAVPERS (PERS-4010) at **mill_npcrecruiting@navy.mil**.

(6) **Medical and Dental**. Health and dental records must be screened per reference (c) and documented in the member's health records. Complete DD Form 2807-1 Report of Medical History and ensure it is documented on NAVPERS 1306/93, section B1. DD Form 2807-1 may be accessed using the following Web address: http://www.esd.whs.mil/Directives/forms/dd2500_2999/.

Due to the routine high-stress environment of recruiting, members with a history of stress-related problems such as depression, suicidal ideations, nervous breakdowns, and anger management issues will not be assigned to recruiting duty. Members must be dental class I or II prior to transfer.

(7) **Exceptional Family Member (EFM)**. If the member is currently processing a dependent application for the EFM Program, contact NAVPERS, Exceptional Family Member Program Manager (PERS-456) and NAVPERSCOM (PERS-4010). Due to the limitations of facilities in the geographic areas of some assignments, any dependent enrolled in the EFM Program will have his or her case reviewed by NAVPERSCOM (PERS-456) to ensure adequate facilities are available at the member's ULTDUSTA prior to transfer.

(8) **Command Financial Specialist (CFS)**. Generally, recruiting duty assignments are in areas where military housing, commissary, and exchange facilities are not available; potentially making the cost of living higher.

(a) Per reference (d), all members must be screened thoroughly by the CFS prior to transfer to ensure financial stability.

(b) **Financial Standing**. Unresolved indebtedness, serious financial problems, or a documented history of indebtedness over the previous 3 years, are disqualifying for recruiting duty. Members with a household debt-to-income ratio of greater than 30% and or a discretionary surplus of less than \$500 after all monthly living expenses and debts are paid should not be recommended for recruiting duty.

(9) **Tattoos**. Reference (e) outlines the acceptable maximum tattoo coverage standards for continued service. However, due to the fact that Sailors in recruiting may be the sole ambassador for the U.S. Navy in the area, more stringent screening is required for any tattoo visible while in short sleeve PTU. The primary consideration is whether the Sailor will present a positive image and whether the Sailor would be allowed to enlist with tattoos obtained after their initial enlistment. For a tattoo waiver, use Navy Recruiting Waiver Request (see exhibit 1) and include a completed NAVPERS 1306/93, full length color photographs (front and both side views), close-up color picture of tattoo itself, and also an explanation of the meaning of the tattoo within 30 days of receipt of

initial screening message. Additionally, submit a copy of the NAVPERS 1070/613 Administrative Remarks (page 13) as required by reference (e).

b. **NAVPERS 1306/93.** The original NAVPERS 1306/93 will be scanned and submitted via e-mail to NAVPERSCOM (PERS-4010) at: **mill_npcrecruiting@navy.mil** prior to the release of orders. Include photographs (front and both side views) in PTU. A recertification of screening will be conducted by current command 5 days prior to transfer and hand-carried with orders to NORU.

c. **Obligated Service (OBLISERV).** Required OBLISERV for this duty is 36 months from the time the member checks into the recruiting activity, with the exception of nuclear recruiters.

d. **Report of Suitability/Unsuitability.** Transferring commands will submit Navy Recruiting Suitability/Unsuitability Report (exhibit 2) within 30 days of receipt of screening message. Additionally, scan and e-mail a completed NAVPERS 1306/93 along with photographs (front and both side views) in PTU gear via e-mail to NAVPERS (PERS-4010) at: **mill_npcrecruiting@navy.mil**.

e. **Security Clearances.** Assignment to a command within the Navy Recruiting Command Enterprise requires personnel to have a completed and adjudicated National Agency Check with Local Agency and Credit Checks (NACLIC) that is favorable. Members will not receive orders until they receive a completed and adjudicated favorable NACLIC.

5. Unit certifying officials should take screening criteria into careful consideration. Each item will be verified prior to beginning training at NORU. Students who do not meet all criteria, especially PFA standards and security clearance screening, will not be allowed to continue training. COs are required to thoroughly screen all candidates to help preserve funds and avoid hardships caused when students are dropped from training due to improperly completed screenings.

EXHIBIT 1

NAVY RECRUITING WAIVER REQUEST (Use proper message format below)

FM REQUESTING COMMAND
TO COMNAVPERSCOM MILLINGTON TN//PERS4010//
INFO INTENDED GAINING ACTIVITY//JJJ//
COMNAVCRUITCOM MILLINGTON TN//JJJ//
BT
UNCLAS //N01300//
MSGID/GENADMIN/REQUESTING CMD/-/MMM//
SUBJ/NAVY RECRUITING WAIVER ICO RATE, NAME//
REF/A/DOC/NPC/DATE//
AMPN/REF A IS MILPERSMAN 1306-964.//
POC/NAME/RATE/UNIT IDENTIFIER/LOCATION/TEL:// **(MANDATORY)**
RMKS/1. PER REF A, REQUEST WAIVER FOR SNM FOR RECRUITING DUTY.
A. SECTION __, ITEM NO ____ (FROM NAVPERS 1306/93, NAVY
RECRUITING SCREENING FORM).
B. EXPLAIN/SPECIFICS.
2. CO'S JUSTIFICATION/RECOMMENDATION: (3 LINES MAX).//

Note: Waiver request must be forwarded to NAVPERSCOM (PERS-4010) via msg and e-mail: mill_npcrecruiting@navy.mil for final approval. Waiver consideration is limited to tattoos, NJP convictions, courts-martial convictions, civilian convictions, significant involvement with civilian authorities or moral/integrity violations, performance trait marks below 3.0, PFA failures, or inability to meet 36-month OBLISERV requirement due to high year tenure. Tattoo waiver submissions will be limited to those that can be seen while wearing a PTU, and are in good taste. Submit waiver requests within 30 days of DTG of this message.

EXHIBIT 2

NAVY RECRUITING SUITABILITY/UNSUITABILITY REPORT (Use proper message format below)

FM TRANSFERRING COMMAND
TO COMNAVPERSCOM MILLINGTON TN//PERS4010//
INFO INTENDED GAINING ACTIVITY//JJJ//
COMNAVCRUITCOM MILLINGTON TN//JJJ//
BT
UNCLAS //N01300//
MSGID/GENADMIN/REQUESTING CMD/-/MMM//
SUBJ/NAVY RECRUITING SUITABILITY (OR UNSUITABILITY), ICO RATE,
NAME//
REF/A/DOC/NPC/DATE//
REF/B/GENADMIN/ORIGINATOR/DDHHMMZMMYY// (IF APPLICABLE)
NARR/REF A IS MILPERSMAN 1306-964, REF B IS WAIVER REQUEST (IF
APPLICABLE).//
POC/NAME/RATE/UNIT IDENTIFIER/LOCATION/TEL:// **(MANDATORY)**
RMKS/1. PER REF A AND B, SNM IS SUITABLE (OR UNSUITABLE) FOR
RECRUITING DUTY.
A. REASON FOR UNSUITABILITY: (EXPLAIN WITH SPECIFIC
DETAILS).
B. REPORT OF SUITABILITY WAS FILED IN SERVICE RECORD.
C. SNM HAS ___ MONTHS OF OBLISERV FOR RECRUITING DUTY.//