



DEPARTMENT OF THE NAVY
NAVY RECRUITING COMMAND
5722 INTEGRITY DR.
MILLINGTON, TN 38054-5057

COMNAVCRUITCOMINST 1430.7A
N1
31 MAR 08

COMNAVCRUITCOM INSTRUCTION 1430.7A

From: Commander, Navy Recruiting Command

Subj: RECRUITING COMMAND ADVANCEMENT PROGRAM (RCAP)

Ref: (a) BUPERSINST 1430.16
(b) OPNAVINST 6110.1
(c) OPNAVINST 1430.4
(d) MILPERSMAN 1070-080
(e) BUPERSINST 1070.27

Encl: (1) NAVCRUIT Form 1430/1, RCAP E5/6/7 Nominations
(2) Sample NAVCRUITDIST E5/6/7 RCAP Nomination Letter
(3) Sample NAVPERS 1070/613, Advancement
(4) Sample of NAVPERS 1430/9 (01-06), Certificate of Permanent Appointment

1. Purpose. To provide policy and procedures for the Active Component (AC) and Reserve Component (RC) Recruiting Command Advancement Program (RCAP).

2. Cancellation. COMNAVCRUITCOMINST 1430.7. Due to numerous changes, marginal notations are not included. This instruction should be reviewed in its entirety.

3. Background. The Chief of Naval Personnel approved a Recruiting Advancement Program for active personnel on 15 April 1993. The Chief of Naval Operations approved a Recruiting Advancement Program for reserve personnel on 18 February 1982. RCAP is an incentive program designed to provide increased meritorious promotion opportunities and enhance the overall production of the enlisted recruiting force in order to meet Navy's accession and Test Category Upper (TCU) quality goals. RCAP provides personnel serving in the recruiting environment advancement opportunities for working outside their rate and under stressful conditions. COMNAVCRUITCOM is the only shore command authorized to advance Sailors outside the Navy's established advancement system. RCAP differs from the Command Advancement Program (CAP) in that RCAP is designed to incentivize production of 100% of recruiting goals. Each Navy Recruiting District (NAVCRUITDIST) is authorized a base number of RCAP advancements (meritorious) as a factor of average annual enlisted manning. Additional RCAP advancements (production) may be

authorized if the NAVCRUITDIST meets specific recruiting goals. The terms "meritorious" and "production" are used solely to determine the number of NAVCRUITDIST RCAP authorizations.

4. Discussion. COMNAVCRUITCOM (N1/N3) computes total NAVCRUITDIST RCAP authorizations by adding meritorious and production RCAP authorizations. RCAP authorizations will be derived from the Personnel Status Report (PSR), based on average annual enlisted manning data and the New Contract Summary provided by COMNAVCRUITCOM (N3) for FY goal attainments. NAVCRUITDIST RCAP authorization numbers are based on the following formulas:

a. Meritorious. Meritorious advancement authorizations are based on the average annual enlisted manning of each NAVCRUITDIST. Meritorious advancements are equal to one per 50 enlisted or fraction thereof. For example:

$$\frac{\text{Average (AC) Enlisted Annual Manning}}{50} = \text{Meritorious RCAP Advancements}$$

Any fraction will be rounded to the next highest whole number (i.e., if the above calculation yielded 3.21, the resultant number of advancements authorized would be four).

b. Production

(1) NAVCRUITDISTs achieving 100% NSW/NSO New Contract Objective (NCO) are eligible for 1% x (NAVCRUITDIST average annual enlisted manning).

(2) NAVCRUITDIST must meet two of the following production criteria to earn an additional 1% x (NAVCRUITDIST average annual enlisted manning) per category:

- 100% Fiscal year (RC) Test Category Upper (TCU)
- 100% Fiscal year (AC) Test Category Upper (TCU)
- 100% Fiscal year (RC) Accession
- 100% Fiscal year (AC) Accession

Any fraction will be rounded to the next highest whole number (i.e., if the above calculation yielded 1.35, the resultant number of advancements authorized would be two).

Note: The total number of RCAP advancement authorizations for a NAVCRUITDIST (meritorious advancements + production advancements) may not exceed four percent of the NAVCRUITDIST's average annual enlisted manning.

Example: If NAVCRUITDIST has an average manning of 180, they would be entitled to four meritorious RCAPs. If the NAVCRUITDIST achieves 100% GWOT (NCO) they are entitled to an additional two RCAPs. The NAVCRUITDIST must achieve at least two of the RC/AC TCU and RC/AC accessions to be entitled to any additional RCAPs. The NAVCRUITDIST could maximize to a total of 8 quotas depending on the production achievements.

c. Each NAVCRUITDIST will submit their best RC CANREC candidates to NAVCRUITREG. COMNAVCRUITCOM will not submit more than 26 RC candidates per RCAP cycle. The allowable amount of RC promotion authorizations will be distributed to NAVCRUIT Regions based on a proportion determined by average RC Enlisted CANREC manning.

d. Unused NAVCRUITDIST RCAP opportunities cannot be reapportioned to other NAVCRUITDISTs. COMNAVCRUITCOM's total "production" RCAP advancements may not exceed 2% of COMNAVCRUITCOM's total average annual enlisted manning.

5. Eligibility. Sailors nominated for RCAP advancement should be among the finest personnel in our service. Enlisted personnel in paygrades E4 through E6, excluding AC and RC Career Recruiting Force (CRF), are eligible for RCAP consideration. Only AC E5 through E6 and RC E5 personnel selected for conversion to CRF (NEC 2186) within the current fiscal year are eligible for nomination.

a. Basic Eligibility Requirements

(1) PQS Qualified. Personnel must be PQS qualified for their current position. No waivers are authorized.

Note: 1. Recruiters must be recruiter PQS qualified and have passed the recruiter board.

Note: 2. Classifiers must be classifier PQS qualified and have passed the classifier board.

Note: 3. RinCs must be RinC PQS qualified and have passed the RinC board.

Note: 4. Support personnel must have at least six months time on board.

(2) Time-In-Rate (TIR). Members must meet all TIR advancement requirements per reference (a). Members participating in the advancement exam as a result of a TIR waiver per reference (a), paragraph 216.g., due to an Early Promote (EP) on their most recent periodic evaluation, but who do not meet regular advancement TIR requirements, are not eligible for RCAP. TIR waivers apply only to advancement earned through the Navy-wide examination system.

(3) E7 candidates must have taken the E7 advancement examination and be selection board eligible in the year in which they are recommended for advancement.

(4) Personnel who have been previously advanced to their present pay grade under the Recruiting Command Advancement Program (RCAP), Recruiter Excellence Incentive Program (REIP) and Meritorious Advancement Program (MAP) are not eligible for consideration.

(5) Candidates must meet the health and physical readiness requirements outlined in reference (b).

(6) All personnel who have transferred via Permanent Change of Station (PCS) orders from the NAVCRUITDIST during the fiscal year are eligible for consideration.

(7) All RCAP nominees must have passed the September Navy-wide advancement exam given in the fiscal year for which they are nominated.

b. NAVCRUITDIST Support Personnel Eligibility

(1) NAVCRUITDIST COs may nominate exceptional support personnel who have directly contributed to recruiting production.

(2) Commanding Officers must ensure when selecting a support person for RCAP, the member's contributions significantly enhanced NAVCRUITDIST production overall. The contributions include, but are not limited to, officer and enlisted program referrals leading to contracts and support of special lead generating events. The specific number of substantiated contracts shall be included in the endorsement.

(3) A recruiter who is assigned to a support position after 1 April of the FY will be nominated as NEC 9585/9587, as applicable.

Note: The total number of support personnel RCAP nominees for a NAVCRUITDIST may not exceed two percent of the NAVCRUITDIST's average annual enlisted manning defined as meritorious advancements.

6. Action

a. NAVCRUITDIST CO shall

(1) Confirm RCAP quotas with COMNAVCRUITCOM (N1/N3) prior to convening an RCAP board per paragraph (2) below.

(2) Convene an RCAP board to consider ALL candidates for advancement based on basic requirements of this instruction, merit, demonstrated leadership, contribution to command mission objectives, and technical readiness to perform in the next higher paygrade. Emphasis should be placed on sustained superior performance and overall contribution to the team effort. Strong consideration should be given to contributions toward achievement of priority and diversity targets. The Command Master Chief shall chair the board and members should consist of senior enlisted (E7 and above) and representatives from all departments.

(3) Screen service records of candidates for selection to E7 to verify they meet requirements outlined in reference (a).

(4) Use enclosures (1) and (2) to submit E7 RCAP nominations, in order of priority, to arrive at COMNAVCRUITCOM (N1) not later than the second Wednesday in November. Negative reports are required in the event a NAVCRUITDIST does not have any E7 candidates. Once the list of nominees has been submitted, no changes will be accepted unless exceptional circumstances pertain. Enclosure (1) is the only authorized form to submit RCAP nominations. Report Control Symbol NAVCRUIT 1430/1 has been assigned to this reporting requirement.

Note: E6 CANRECs are not eligible for meritorious promotion to E7 under this instruction.

(5) For each E7 nominee, forward their 15 November periodic evaluation to COMNAVCRUITCOM (N1) no later than 1 December.

(6) Upon receipt of official September Navy-wide E5 and E6 Exam results, convene RCAP board for E5 and E6 candidates. Submit final E5 and E6 candidates using enclosures (1) and (2) not later than 31 December 2007 to COMNAVCRUITCOM N1121A, RCAP Program Manager for quota management.

Note: NAVCRUITDIST may designate alternates E5 and E6 personnel in the event an E7 nominee is not selected for advancement. Deferred RCAPs are not authorized.

Note: The number of regular nominees (excluding alternates) cannot exceed the total number of RCAPs authorized. Excess nominees are not authorized.

(7) Instruct all E7 RCAP nominees to order and review their microfiche records to assure completeness and accuracy. Nominees may forward additional information to be considered by the board, per references (a), (d), and (e), to reach COMNAVCRUITCOM (N1) no later than 1 December.

(8) Annotate on enclosure (1) if the nomination is the NAVCRUITDIST Recruiter of the Year (ROY). In the event a NAVCRUITCOM ROY is selected as the National ROY, their name will be removed from the RCAP list and the NAVCRUITDIST CO may nominate another individual for the RCAP. The National ROY DOES NOT count toward the NAVCRUITDIST's four percent advancement cap, since the National Recruiter of the Year is part of the Navy Sailor of the Year program.

(9) If a member is selected for advancement and the advancement recommendation is subsequently withdrawn, per reference (a), prepare an Administrative Remarks page (NAVPERS 1070/613), for signature by the Commanding Officer (not "By direction"). Forward a copy of enclosure (1) and a copy of the NAVPERS 1070/613 to COMNAVCRUITCOM (N1), who will remove the member from the official advancement list.

b. Navy Recruiting Region Commanders shall

(1) Confirm RC authorizations with COMNAVCRUITCOM (N1) prior to convening a Region RCAP board. RC authorizations will be distributed to each Region based on a proportion determined by average RC Enlisted CANREC manning.

(2) Convene an RCAP board to consider ALL candidates for advancement. Each Region is authorized to submit their primary and alternate RC E4/E5 CANREC candidates to N1 for meritorious consideration not later than 15 November. Emphasis should be placed on sustained superior performance and overall contribution to the team effort. Strong consideration should be given to contributions toward achievement of priority and diversity targets. The Command Master Chief shall chair the board and members should consist of senior enlisted representative each all districts.

c. COMNAVCRUITCOM shall

(1) Advise NAVCRUITDISTs no later than the second Wednesday in October of the total number of RCAPs authorized (N3).

(2) Submit not more than 26 RC candidates per RCAP cycle per reference (c). COMNAVCRUITCOM will coordinate approved reserve promotion authorizations with the Reserve Enlisted Community Manager (PERS-4011) not later than 30 September each year (N1). N1 will forward finalized RC RCAPs to PERS-4812 for advancement not later than 15 December.

(3) Provide administrative assistance for the E7 selection board (N1). The board will consist of five members, to include a military designee (O6) who will function as the President of the Board; COMNAVCRUITCOM Command Master Chief or designee; and three additional Fleet/Force/Command Master Chief Petty Officers to be selected by the Master Chief Petty Officer of the Navy.

(4) (N1) will prepare the E7 RCAP results message for COMNAVCRUITCOM's release after selection board.

(5) Alternate nominees for advancement under RCAP will replace those not selected for advancement as a result of E7 RCAP selection board or if nominee is selected as National ROY. Names of RCAP selectees published by COMNAVCRUITCOM are final.

d. Action After Final Selection

(1) COs shall provide a Recommendation for Advancement in Rate or Change in Rating Form (NETPDTTC 1430/3) to the servicing PSD to ensure appropriate service entries are completed. Only one advancement date per calendar year is authorized under the RCAP program. Members advanced by RCAP to paygrade E5/E6 will have a TIR of 1 January and an effective date of 16 January of the following

calendar year. Under no circumstances will an advancement be affected after 16 January of that calendar year unless authorized by COMNAVCRUITCOM.

Note: For example, FY07 candidates will have an effective date of 16 January 2008 and a time-in-rate date of 1 January 2008.

(2) Commands shall prepare a NAVPERS 1070/613 per enclosure (3).

(3) Commands shall prepare a NAVPERS 1430/9 per enclosure (4).

Note: Forward all NAVPERS 1070/613s, Certificate of Permanent Appointments (NAVPERS 1430/9), and Advancement in Rate or Change in Rating Form (NETPDTTC 1430/3) for personnel advanced under RCAP to N1 not later than 31 December for proper quota management.

(4) Members advanced by RCAP to paygrade E7 will have a TIR date of 1 September of the fiscal year for which they were selected, and an advancement date of 16 August of the following fiscal year.

(5) COs shall forward notification of selection of advancement to personnel who have transferred to a new command.

7. Forms. The following forms are available from the Defense Automated Printing Services, Philadelphia, using requisitioning procedures contained in CD ROM NAVSUP PUB 600 (NLL), Navy Stock List of Publications and Forms.

(1) NAVPERS 1070/613 (Rev. 10-81), Administrative Remarks, S/N 0106-LF-010-6991 is available electronically via the web at:
https://buperscd.technology.navy.mil/bup_updt/upd_CD/BUPERS/FORMS/PDF/N1070613.pdf.

(2) NAVCRUIT 1430/1 (Rev 6-07) RCAP nominations are available from COMNAVCRUITCOM Quarterdeck electronically via the web at: <https://rq.cnrc.navy.mil/default.htm>.

(3) NETPDTTC 1430/3, Recommendation for Advancement in Rate or Change in Rating, may be requisitioned per NAVSUP P-2002D, Navy Index of Publications and Forms, is available electronically via the web at: <http://forms.daps.dla.mil/order/>.

(4) NAVPERS 1430/9, Certificate of Permanent Appointment, may be requisitioned per NAVSUP P-2002D, Navy Index of Publications and Forms, is available electronically via the web at:
<http://forms.daps.dla.mil/order/>.

/s/
JERRY R. ANDERSON
By direction

Distribution:
Electronic only, via Recruiting Quarterdeck Web site
<https://rq.cnrc.navy.mil>

Sample Navy Recruiting District E7/E6/E5 RCAP
Nomination Letter

1430
Ser XX

From: Commanding Officer, Navy Recruiting District _____
To: Commander, Navy Recruiting Command

Subj: NAVY RECRUITING DISTRICT _____ E7/E6/E5 RCAP
NOMINATIONS

Ref: (a) COMNAVCRUITCOMINST 1430.7

Encl: (1) RCAP Nomination Form

1. Per reference (a), enclosure (1) is forwarded.

(Signature)

Enclosure (2)

ADMINISTRATIVE REMARKS

NAVPERS 1070/613 (REV. 10-81)
S/N 0106-LF-010-6991

E-32

SHIP OR STATION

COMMAND NAME

_____: Per BUPERSINST 1430.16 (Series), I advanced (member's rate and complete name) effective 16 January _____ under the Recruiter Command Advancement Program to rate/rank of _____ for calendar year (200_).

COMMANDING OFFICER

SAMPLE

PRIVACY ACT NOTIFICATION

This document contains information covered under the Privacy Act of 1974, 5 USC 552a and its various implementing regulations and must be protected in accordance with those provisions. You, the recipient/user, are obliged to maintain it in a safe, secure and confidential manner. Re-disclosure without consent or as permitted by law is prohibited. Unauthorized re-disclosure or failure to maintain confidentiality subjects you to application of appropriate sanctions. If you have received this correspondence in error, please notify the sender immediately and destroy any copies you have made.

Last, First, Middle)	SSN	BRANCH AND CLASS
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SAMPLE
CERTIFICATE OF APPOINTMENT

To all who shall see these presents, greeting:

Know Ye, that by the authority vested in me and reposing special trust and confidence in the patriotism, valor, fidelity and abilities of

SAILOR'S NAME

I do hereby appoint you to the rate of

RATE/ FIRST CLASS /SECOND CLASS

in the
UNITED STATES NAVY

to rank as such from the 16th day of **January Two Thousand and**

TO THE APPOINTEE

Your appointment as a Petty Officer First Class in the United States Navy makes you heir to a long and proud tradition of Naval leadership. By accepting this appointment, you are charged with demonstrating those standards of performance, moral courage, and dedication to the Navy and the Nation which may serve as an enviable example to your fellow Navy men and women.

Your desire to excel and to guide others must be boundless; your appearance must be a model for others and your performance must be a continual reflection of your sincerity, attention to duty, and moral responsibility. By exhibiting unfailing trust and obedience toward superiors, cooperation and loyalty to your peers, and understanding and strength to your subordinates, you will contribute greatly to the effectiveness and good name of the United States Navy.

Given under my hand at **Navy Recruiting District** _____
this **16th** day of **January** in the year of our Lord **Two Thousand and** _____

COMMANDING OFFICER

Enclosure (4)

COMNAVCRUITCOMINST 1430.7A
31 MAR 08
NAVY RECRUITING DISTRICT

Enclosure (4)