



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

COMNAVCRUITCOMINST 1430.7C
N1
30 Jun 2010

COMNAVCRUITCOM INSTRUCTION 1430.7C

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 E7 RCAP Nomination Letter
(3) Sample NAVCRUIDIST E5/E6 Nomination Letter
(4) Sample NAVPERS 1070/613, Administrative Remarks
(5) Sample of NAVPERS 1430/9 (01-06), Certificate of 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 1430.7B. Due to numerous changes, marginal notations are not included. This directive should be reviewed in its entirety.

3. Background. The Chief of Naval Personnel approved a Recruiting Advancement Program for active duty personnel on 15 April 1993. The Chief of Naval Operations approved a Recruiting Advancement Program for reserve personnel on 18 February 1982. The current 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 while working outside their rating and under stressful conditions. NAVCRUITCOM 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 to exceed 100% of recruiting goals.

Each Navy Recruiting District (NAVCRUITDIST) is authorized a base number of RCAP advancements (meritorious) as a foundation of their 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. Navy Recruiting Command (NAVCRUITCOM) (N1/N3) computes total AC NAVCRUITDIST RCAP authorizations by adding meritorious and production RCAP authorizations. RCAP authorizations will be derived from the Automated Readiness Information System (ARIS), based on average annual enlisted manning data and the New Contract Summary provided by N3 for Fiscal Year (FY) goal attainments. NAVCRUITDIST RCAP authorization numbers are based on the following formulas:

a. Meritorious RCAP Allowances. Meritorious advancement authorizations are based on the average annual active 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 RCAP Allowances. NAVCRUITDISTs can earn additional RCAP authorizations based on the following achievements:

(1) NAVCRUITDISTs achieving 100% NSW/NSO New Contract Objective (NCO): $1\% \times [\text{NAVCRUITDIST average annual enlisted manning}] = \text{additional RCAP Advancements.}$

(2) NAVCRUITDISTs that achieve two of the four following production criteria: $1\% \times [\text{NAVCRUITDIST average annual enlisted manning}] = \text{additional RCAP Advancements.}$ Production criteria:

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

- 100% Fiscal year (AC) Accession
- 100% Fiscal year (RC) 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 (2% meritorious advancements + 2% production advancements) may not exceed five percent overall 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% NSW/NSO New Contract Objective they are entitled an additional two RCAPs. The NAVCRUITDIST must achieve at least two of the four production criteria listed in 4.b.(2) above to be entitled to any additional RCAPs. The NAVCRUITDIST could achieve a maximum of eight quotas in this example.

c. Per reference (c), COMNAVCRUITCOM will not submit more than 26 RC candidates per RCAP cycle. The allowable amount of RC promotion authorizations will be distributed evenly by NAVCRUITCOM to NAVCRUITREGs.

d. Unused NAVCRUITDIST RCAP opportunities cannot be reapportioned to other NAVCRUITDISTs. NAVCRUITCOM's total "production" RCAP advancements may not exceed 2% (rounded up) of NAVCRUITCOM'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.

Note: CRF AC E5 through E6 and CANREC E5 personnel selected for conversion to CRF 2186 AC or Full Time Support (FTS) within the current fiscal year are eligible for nomination. FTS sailors are not eligible for RCAP. Only exception are the CANREC E5 personnel selected for conversion to FTS CRF (NEC 2186) within the current fiscal year are eligible for RCAP.

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.

(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 nominated and the year of the CPO RCAP Selection Board.

(4) Personnel who have been previously advanced under any recruiting meritorious advancement program, i.e., Recruiting Command Advancement Program (RCAP) or Recruiter Excellence Incentive Program (REIP) 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) E5/E6 candidates must have passed the September Navy-wide advancement exam given in the FY for which they are nominated.

(8) Support personnel must have at least six months time on board.

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 support personnel for RCAP, the member's contribution must significantly enhance 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.

6. Action

a. NAVCRUITDIST CO shall:

(1) Confirm RCAP quotas with NAVCRUITCOM (N1/N3) prior to convening an RCAP board per paragraph (3) below.

(2) Verify all nominees meet requirements outlined in reference (a).

(3) Convene an internal 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.

(4) Submit AC E5/E6/E7 and RC E5/E6 primary and alternate candidates using enclosure (1) to NAVCRUITCOM N1121A, RCAP Program Manager by 31 October of the current calendar year to determine eligibility. Negative reports are required in the event a NAVCRUITDIST does not have any E7 candidates 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: The number of regular nominees (excluding alternates) cannot exceed the total number of RCAPs authorized. Excess nominees are not authorized.

Note: NAVCRUITDISTs may designate alternate AC E5 and E6 candidates in the event an E7 nominee is not selected for advancement. If no alternate is submitted the RCAP quota will be unused.

(5) Upon receipt of official September Navy-Wide E5 and E6 Advancement Exam results, verify candidates passed exam and submit final AC E5 and E6 candidates using enclosures (1), (3), (4), and (5) to NAVCRUITCOM N1121A, RCAP Program Manager for quota management by 31 December of the current calendar year.

(6) Upon receipt of official September Navy-Wide E5 and E6 Advancement Exam results, verify candidates passed exam and submit final RC E5 and E6 candidates using enclosures (1) to the appropriate Navy Recruiting Region (NAVCRUITREG), within five days. Once the NAVCRUITREG selects candidates, submit enclosures (3) through (5) to NAVCRUITCOM N1121A, RCAP Program Manager by 31 December for selected candidates.

(7) Submit final E7 nominations using enclosures (1) and (2) to NAVCRUITCOM N1121A, RCAP Program Manager by 31 December of the current calendar year.

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

(8) Instruct all E7 RCAP nominees to order and review their Electronic Service Record (ESR) to assure completeness and accuracy. Nominees may forward additional information to be considered by the board, per references (a), (d), and (e), to reach NAVCRUITCOM N1121A not later than five working days prior to convening of the CPO RCAP Board.

(9) 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.

(10) Candidates are NOT AUTHORIZED to be frocked. All RCAP candidates shall only be authorized advancement to the next higher paygrade on effective dates delineated per this instruction.

b. NAVCRUITREG Commanders shall:

(1) Confirm CANREC authorizations with NAVCRUITCOM (N1) prior to convening a Region RCAP board.

(2) Convene an RCAP board to consider ALL RC candidates for advancement based on basic requirements of this instruction, merit, demonstrated leadership, and 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 NAVCRUITREG Command Master Chief shall chair the board and members should consist of senior enlisted representatives from NAVCRUITREG and as determined by the NAVCRUITREG Commander.

(3) Upon completion of the NAVCRUITREG RC RCAP board, forward selected candidates using enclosure (1) to NAVCRUITCOM N1121A, RCAP Program Manager within three days.

c. NAVCRUITCOM shall:

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

(2) N1, RCAP Program Manager will forward list of screened eligible applicants back to the NAVCRUITDIST's and NAVCRUITREG by 1 December of current calendar year.

(3) N1, RCAP Program Manger will coordinate reserve promotion authorizations with the FTS Enlisted Community Manager (ECM) not later than 30 September each year.

(4) Upon receiving the final RC selections from the NAVCRUITREGs, N1, RCAP Program Manager will forward finalized RC RCAP advancements to PERS-812/PERS-92 not later than 31 December, to ensure timely completion of advancements.

(5) NAVCRUITCOM will sponsor the annual RCAP CPO Selection Board. NAVCRUITCOM Force Master Chief will serve as the technical advisor for the CPO selection Board. N1, RCAP Program Manager will provide administrative assistance for the CPO selection board. The board will consist of five members to include a military designated (O6) who will function as the President of the Board and four additional Fleet/Force/Command Master Chief Petty Officers to be selected by the Master Chief Petty Officer of the Navy.

(6) N1, RCAP Program Manager will prepare the CPO RCAP results via message for COMNAVCRUITCOM's release after selection board.

(7) 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 NAVCRUITCOM are final.

d. Action After Final Selection:

(1) NAVCRUITDIST shall ensure that appropriate service entries have been forwarded to their servicing PSDs/CSDs to update member's service record. 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: FY10 E5/E6 candidates will have an effective date of 16 January 2011 and a TIR date of 1 January 2011.

(2) Members advanced by RCAP to paygrade E7 will have an effective date of 16 September and TIR date of 1 September of the year for which they were selected.

Note: For example: FY09 E7 candidates will have an effective date of 16 September 2010 and a TIR date of 1 September 2010.

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

7. Forms. The following forms are available as noted below:

a. NAVCRUIT 1430/1 (Rev 6-07) RCAP nominations are available electronically via the web at:
<http://www.cnrc.navy.mil/Publications/forms.htm>.

b. NAVPERS 1070/613 (Rev 07-06), Administrative Remarks, is available electronically via the web at: <http://www.cnrc.navy.mil/Publications/forms.htm>.

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c. 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/

R. L. GRAF

Deputy

Distribution:

Electronic only, via

<http://www.cnrc.navy.mil/Publications/directives.htm>

**Sample Navy Recruiting District E7 RCAP
Nomination Letter**

1430
Ser XX

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

Subj: NAVY RECRUITING DISTRICT _____ E7 RCAP NOMINATIONS

Ref: (a) COMNAVCRUITCOMINST 1430.7C

Encl: (1) NAVCRUIT Form 1430/1, RCAP E5/6/7 Nominations
(2) Last three NAVPERS 1616/26s ICO candidates

1. Per reference (a), enclosures (1) and (2) are attached.

CO's Signature

Enclosure (2)

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

1430
Ser XX

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

Subj: NAVY RECRUITING DISTRICT _____ E6/E5 RCAP
NOMINATIONS

Ref: (a) COMNAVCRUITCOMINST 1430.7C

Encl: (1) NAVCRUIT Form 1430/1, RCAP E5/6/7 Nominations
(2) NAVPERS 1070/613, Administrative Remarks
(3) NAVPERS 1430/9 (01-06), Certificate of Permanent
Appointment

1. Per reference (a), enclosures (1) through (3) are attached.

CO's Signature

Enclosure (3)

ADMINISTRATIVE REMARKS

NAVPERS 1070/613 (REV. 10-81)

S/N 0106-LF-010-6991

SHIP OR STATION

COMMAND NAME

_____: Per COMNAVCRUITCOMINST 1430.7C, RECRUITER COMMAND ADVANCEMENT PROGRAM (RCAP), I advanced (member's rate and complete name) effective 16 January _____ and Time-in-Rate (TIR) of 01 January _____.

I certify member meets all advancement eligibility requirements per BUPERSINST 1430.16 (Series), Advancement Manual for Enlisted Personnel of the U. S. Navy and U.S. Navy Reserve.

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