



## DEPARTMENT OF THE NAVY

NAVAL SERVICE TRAINING COMMAND  
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NSTCINST 1306.1A  
N00  
17 Feb 17

### NSTC INSTRUCTION 1306.1A

From: Commander, Naval Service Training Command

Subj: RECRUIT TRAINING COMMAND RECRUIT DIVISION COMMANDER  
DISQUALIFICATION PLACEMENT PROCESS

Ref: (a) MILPERSMAN 1306-900  
(b) MILPERSMAN 1306-1700  
(c) MILPERSMAN 1306-1710

Encl: (1) [RTC Disqualification Submission Form](#)

1. Purpose. To establish guidelines for the submission of placement requests for disqualified Recruit Training Command (RTC) Recruit Division Commanders (RDC) by Naval Service Training Command (NSTC) in accordance with references (a) through (c).

2. Cancellation. NSTCINST 1306.1.

3. Background. RTC's RDC manning consistently receives priority manning support from Naval Education and Training Command (NETC), sometimes with negative impact to the manning of other NETC billets at Great Lakes. Consistent with that priority support, RDCs disqualified by Commanding Officer (CO), RTC can generate a new requisition and be replaced prior to the Planned Rotation Date (PRD) of the disqualified Sailor. The disqualified RDC becomes a new manning asset, with the majority continuing to screen for instructor duty. NSTC provides a recommendation to NETC for follow-on assignment, which can include filling a valid billet at RTC. NSTC uses a combination of a requisition review and the RTC screening to determine the placement recommendation. NETC will consider NSTC's recommendation for RDC disqualification, evaluate against other NETC domain priorities (assignments), and forward a final recommendation to the Manning Control Authority BUPERS (MCAB). Upon receipt, MCAB, with input from NETC, will determine the highest value requisition for placement within the MCAB domain. MCAB's decision is communicated back through the chain of command and is used in the RTC unsuitability message, producing both the new requisition and optimal personnel placement. All RDC "C" School and RDC disqualifications will go through the disqualification placement process, allowing for transparency with all stakeholders. In cases where there are unusual circumstances, such as the need for immediate transfer of an individual to a medical facility, or current RDCs that have a PRD within the detailing window, those individuals will still be submitted through the disqualification placement process with documentation stating those circumstances.

#### 4. Action.

##### a. NSTC N1 shall:

- (1) Serve as the NSTC Disqualification Placement Program Manager.
- (2) Assign an analyst to serve as the NSTC Disqualification Placement Coordinator.
- (3) Review all disqualification placement packages and take action within one business day.

(a) If the disqualification package is complete, forward the placement recommendation, along with all pertinent information, to NETC N1 for review and recommendation.

(b) If the disqualification package is incomplete, return the package to the RTC Disqualification Program Coordinator.

(4) Forward to RTC all placement determinations made by MCAB within one business day.

##### b. CO, RTC shall:

(1) Manage the RDC disqualification process and make recommendations for placement of all disqualified RDCs.

(2) Assign an RTC Disqualification Program Coordinator.

(3) Screen all disqualified RDCs to determine if they are eligible for instructor duty.

(a) Disqualification from RDC duty does not automatically preclude a Sailor from being screened for instructor duty.

(b) Physical Fitness Assessment (PFA) failure at RDC "C" School does not prohibit a disqualified RDC from screening for instructor duty. RTC's mandate that RDC "C" School students pass the PFA with a run as the cardio requirement is a more stringent requirement than the Navy's PFA policy. RTC shall include the disqualified RDC's previous PFA results, as outlined in enclosure (1). NETC will use the PFA information to make a final placement recommendation.

(c) If CO, RTC determines that the disqualified RDC does not screen for instructor duty, the reason(s) will be included in the information forwarded as outlined in enclosure (1).

(d) If CO, RTC removes the 9502 Navy Enlisted Classification (NEC) from the disqualified RDC's inventory, the reason why will be included with the information forwarded, as outlined in enclosure (1).

(4) Forward the Student Evaluation Report (NAVCRUITRACOM 1510/1) signed by CO, RTC and the required information outlined in enclosure (1) to NSTC N1 within one business day of the CO's determination. If the disqualification package is submitted by the RTC Disqualification Program Coordinator, the RTC CO and Executive Officer shall be copied on the email.

(5) Forward all disqualification cases regardless of whether placement is required.

(a) If the disqualified RDC's PRD is in the nine-month detailing window, a complete disqualification placement package shall be forwarded to NSTC N1. The package shall specifically state the Sailors PRD and that the Sailor is in the nine-month disqualification window. The package will be routed to NETC to ensure transparency and accountability.

(b) If the disqualified RDC, while going through the disqualification process, receives orders prior to the submission of the disqualification package to NSTC N1 and/or prior to MCAB/NETC decision, the RTC Disqualification Program Coordinator shall notify the NSTC N1 Disqualification Placement Coordinator immediately, providing a copy of the orders and the disqualification placement package.

c. RTC Manning Coordinator shall:

(1) Ensure that all Sailors disqualified for RDC duty during RDC "C" School remain under the RDC "C" School Unit Identification Code (41455) throughout the disqualification placement process.

(2) Not assign an "AVAIL" code to any RDC "C" School student or RDC going through the disqualification process until the final MCAB/NETC decision is rendered and provided by NSTC N1.

(3) Prepare for CO, RTC approval and release the RDC unsuitability message after receiving the MCAB/NETC disqualification placement decision from NSTC N1. The unsuitability message shall include NETC and NSTC in the distribution and be completed within one business day of receiving the MCAB/NETC disqualification placement decision.

  
S. C. EVANS

Distribution: (NSTCINST 5216.1B)  
Lists 1 and 2

RDC DISQUALIFICATION FORMAT

RTC shall submit the Student Evaluation Report (NAVCRUITRACOM 1510/1) signed by CO, RTC along with the following information which will be used for placement :

1. Rate/Name

a. PRD:

b. End of Active Obligated Service:

2. Member disqualified due to (specify situation pertaining to below disqualification):

a. Academic.

b. PFA (If RDC "C" student, include the Sailor's previous PFA results from the last two tests prior to reporting to RDC "C" School).

c. Military Bearing.

d. Medical (include status of member (e.g., Limited Duty, pending Physical Examination Board or Medical Board, also include any pertinent data that will not violate Health Insurance Portability and Accountability Act (HIPAA) regulations but will aid with the placement recommendation).

e. Legal: Is Sailor still fulfilling requirements of punishment awarded? If yes, will CO vacate punishment to transfer member? Will CO, RTC retain member onboard RTC? If CO, RTC will not vacate punishment, then wait to submit disqualification until awarded punishment is completed.

f. Other.

3. Member can/cannot fulfill the requirements in the following NEC:

a. 9502. Does the Sailor screen for instructor duty? Please note, disqualification from RDC duty does not automatically disqualify a Sailor from screening for instructor duty.

(1) If no, please indicate why.

(2) If no because of PFA failure at RDC "C" School, provide the previous two PFA results immediately prior to the Sailor reporting to RDC "C" School.

b. 9510. Yes/No. If no, provide explanation (if the Sailor has the 9510 NEC in their personal inventory).

c. 0812. Yes/No. If no, provide explanation (if the Sailor has the 0812 NEC in their personal inventory).

4. Provide amplifying circumstances regarding the member's disqualification when will assist in the proper placement of member (e.g., CO's loss of confidence due to lack of instructor skills, military bearing, out of standards).

5. CO, RTC's placement recommendation