



## DEPARTMENT OF THE NAVY

RECRUIT TRAINING COMMAND

3355 ILLINOIS STREET

GREAT LAKES, ILLINOIS 60088-3127

RTCINST 3000.1A CH-3

LEGAL/MTD

23 Jan 08

### RECRUIT TRAINING COMMAND INSTRUCTION 3000.1A CHANGE TRANSMITTAL 3

Subj: RECRUIT TRAINING COMMAND (RTC) STANDARD OPERATING  
PROCEDURES (SOP)

Encls: (1) Recruit Liberty Orientation Lecture (Appendix A-3)

(2) PG13 Liberty Brief (Appendix A-4)

1. Purpose. To promulgate Change 3 to the basic instruction.

2. Action.

a. Insert the following language as paragraph 3. "This order is punitive and violation of it may subject the member to action under the UCMJ".

b. Re-order all following paragraphs to adjust for insertion.

c. Replace Appendix A-3, with enclosure (1).

d. Replace Appendix A-4, with enclosure (2).

3. Cancellation. This change transmittal is cancelled upon completion of change.

/s/

D. E. CZARAPATA

By direction

Distribution: (RTCINST 5216.2P)

Electronic only, via share drive

RECRUIT TRAINING COMMAND INSTRUCTION 3000.1A

Subj: RECRUIT TRAINING COMMAND (RTC) STANDARD OPERATING PROCEDURES

Ref: (a) RTCINST 1600.4 (Series)  
(b) RTCINST 5370.1 (Series)  
(c) RTCINST 1650.12 (Series)  
(d) RTCINST 1600.3 (Series)  
(e) SECNAVINST 5300.26 (Series)  
(f) RTCINST 6320.7 (Series)  
(g) RTCINST 1601.1 (Series)  
(h) RTCINST 5112.2 (Series)  
(i) RTCINST 5370.2 (Series)  
(j) RTCINST 1552.1 (Series)  
(k) RTCINST 1620.3 (Series)  
(l) RTCINST 3140.1 (Series)  
(m) RTCINST 3141.2 (Series)  
(n) RTCINST 3120.32 (Series)  
(o) RTCINST 11320.1 (Series)  
(p) RTCINST 3440.16 (Series)

Encl: (1) Table of Contents  
(2) Group Commander Standard Operating Procedures  
(3) Ship's Leading Chief Petty Officer Standard Operating Procedures  
(4) Recruit Division Commander Standard Operating Procedures  
(5) Watchstanding Standard Operating Procedures  
(6) Recruit Ship Staff Standard Operating Procedures

1. Purpose. To provide guidance for the management and training of Recruit Training Command Staff and Navy recruits. The procedures contained in this instruction are designed to assist personnel in the discharge of administrative and routine duties pertaining to RTC Ships (Barracks).

2. Cancellation: RTCINST 3000.1.

3. Background. The mission of RTC is to transform civilians into Sailors. Staff members who directly manage and train Navy recruits are integral to providing:

- a. An orderly and progressive adjustment to military life.

2 Jun 04

b. Basic military indoctrination that contributes to successful future service in the Navy.

c. Physical fitness training that will enable recruits to maintain a fitness level consistent with the rigors of Navy life.

d. An atmosphere conducive to reinforcing the Navy's Core Values of Honor, Courage, and Commitment.

e. A training environment reflecting an emphasis on the health, safety and welfare of each recruit.

4. Scope of Responsibility.

a. The Military Training Department will:

(1) Maintain the contents of the Standard Operating Procedures.

(2) Issue change transmittals as appropriate to ensure policies, processes, and procedures are consistent with current practices in managing and training RTC Staff and recruits.

(3) Act on and maintain a file of recommendations for Standard Operating Procedures improvements pertaining to policies, processes, and procedures contained in the Standard Operating Procedures.

(4) Distribute the Standard Operating Procedures.

b. Fleet Commanders/Fleet LCPOs will:

(1) Be familiar with, execute, and endorse the contents of the Standard Operating Procedures and the SORM.

(2) Direct ongoing in-service training on the contents of the Standard Operating Procedures for all staff personnel who directly manage and train recruits.

(3) Forward recommendations for improvements to or modifications of policies, processes, and procedures articulated in the Standard Operating Procedures to the Military Training Department.

c. Group Commanders/Ship LCPOs will:

(1) Be familiar with, execute, and enforce the contents of the Standard Operating Procedures and the SORM.

(2) Manage ongoing in-service training on the contents of the Standard Operating Procedures for all staff personnel who directly manage and train recruits.

(3) Supervise staff personnel charged with directly supervising and training recruits.

(4) Monitor the performance and progress of recruits.

(5) Forward recommendations for improvements to or modifications of policies, processes, and procedures articulated in the Standard Operation Procedures to the Military Training Department via the Fleet Commanders.

d. Recruit Division Commanders will:

(1) Be familiar with, execute, and enforce the contents of the Standard Operating Procedures (SOP), the SORM.

(2) Conduct ongoing in-service training on the contents of the Standard Operating Procedures for all staff personnel who directly manage and train recruits.

(3) Directly supervise and/or train recruits.

(4) Monitor the performance and progress of recruits.

(5) Forward recommendations for improvements to or modifications of policies, processes, and procedures articulated in the Standard Operating Procedures.

/s/  
J. E. KNAPP  
By direction

Distribution:  
RTCINST 5216.2M (LIST I, III)  
All Fleet Commanders  
All Ship's Officers  
All Ships (15)

(1) Applicants or prospects that become disqualified but possess the potential and/or qualifications for enlistment or appointment remain in an applicant or prospect status. (R)  
Applicants or prospects who possess the potential to meet qualifications include, but are not limited to, individuals who do not meet minimum age requirements, score too low on the qualification testing but will be eligible to retest, or who have not completed their education.

(2) A prospect or applicant who expresses a loss of interest in enlistment or appointment shall continue to be a prospect or an applicant under this instruction for a period of six months from the date they express this loss of interest to recruiting personnel. (R)

(3) An individual who expresses an interest in enlistment or appointment but is permanently barred under existing regulations is not a prospect or an applicant. (R)

f. Future Sailor. Any person who accesses into the DEP of any of the Armed Forces and has agreed to commence active duty or active duty for training at a later date.

9. Prohibited Activities. Recruiting personnel shall not:

a. Form, or attempt to form, a dating or private social relationship with anyone known to be a prospect, applicant, or Future Sailor. Mutual attendance at previously planned, command authorized DEP functions, or similar recruiting environment events is not prohibited.

b. Allow anyone known to be a prospect, applicant, or Future Sailor to remain in any recruiting office except for official business.

c. Allow anyone known to be a prospect, applicant, or Future Sailor to ride in any government vehicle except for official purposes. Recruiting personnel shall not ride in the personal vehicle of anyone known to be a prospect, applicant, or Future Sailor.

d. Engage in consensual sexual act or have any physical contact with anyone known to be a prospect, applicant or Future Sailor. Prohibited physical contact includes, but is not

limited to, caressing, massaging, hugging, kissing, fondling, and holding hands. Authorized physical contact includes, but is not limited to, shaking hands or performing required body fat measurements on a member of the same sex.

e. Perform body fat measurements on any prospect, applicant, or Future Sailor of the opposite sex.

(R)

f. Harass any prospect, applicant, or Future Sailor. Harassment includes, but is not limited to:

(1) Any language or act which would, measured by an objective standard, constitute cruelty, oppression or maltreatment under Article 93, Uniform Code of Military Justice, if the victim were subject to the orders of the harasser.

(2) Abusive language which tends to degrade a prospect, applicant, or Future Sailor, whether directed at or used in the presence of such person.

(R)

g. Use anyone known to be a prospect, applicant, or Future Sailor to provide any benefit, financial or otherwise, for themselves or others.

h. Allow or invite any prospect, applicant, or Future Sailor to enter into, operate, or be transported in the privately owned vehicle (POV) of recruiting personnel unless authorized in advance by a POV use authority approved by the Commanding Officer.

(R)

i. Gamble with any prospect, applicant or Future Sailor, including playing any game of skill with money or other things of value at stake.

j. Solicit or accept, directly or indirectly, anything of value from any source in return for granting favors, privileges or other preferential treatment to any prospect, applicant, or Future Sailor.

k. Solicit or accept, directly or indirectly, anything of value from anyone known to be a prospect, applicant, or Future Sailor.

(R)

l. Borrow money or any articles of value from, or lend the same to, anyone known to be a prospect, applicant, or Future Sailor.



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GREAT LAKES, IL 60088-3127

NAVCUITRACOMINST 1600.3  
EXEC  
OCT 12 2012

NAVCUITRACOM INSTRUCTION 1600.3

From: Commanding Officer, Recruit Training Command

Subj: STANDARDS OF CONDUCT FOR RECRUIT TRAINING COMMAND (RTC) STAFF

Ref: (a) RTCINST 1552.1T  
(b) RTCINST 5100.6M  
(c) RTCINST 1616.4L  
(d) NAVCRUITRACOMINST 6000.1  
(e) NAVCRUITRACOMINST 1552.3  
(f) NSTCINST 5370.1  
(g) SECNAVINST 5300.26D  
(h) SECNAVINST 1610.2A  
(i) DoD 5500.07-R, Joint Ethics Regulation, August 1993

Encl: (1) Standards of Conduct for RTC Staff  
(2) NAVPERS 1070/613 - Administrative Remarks  
(3) Recruit Division Commander Code of Conduct

1. Purpose. To publish policy for Recruit Training Command (RTC) concerning proper military behavior and standards of conduct by Staff members when interacting with, or instructing, trainees. For the purpose of this instruction, the term "trainee" applies to anyone under the supervision or training of RTC Staff, including, but not limited to, recruits, midshipmen, cadets, Sea Cadets, and Boy Scouts.

2. Cancellation. RTCINST 1600.3R

3. Discussion. Due to the inherent trust and responsibilities afforded RTC Staff and the resulting potential for trainee maltreatment, it is imperative that clear expectations regarding Staff standards of conduct be promulgated. Staff members must respect the dignity and rights of the trainee, provide an environment that is free from all forms of abuse, and observe the rules and regulations of good order and discipline. Therefore, it is essential that Staff members strictly avoid any behavior that is abusive, cruel, harassing, or unduly familiar. Such behavior must be immediately detected and corrected by those in the chain of command. This policy shall be upheld, to the highest standard, by all RTC personnel.

4. Policy. RTC Staff must adhere to references (a) through (i) and must be meticulous in their personal behavior, military bearing, demeanor, and actions, projecting a professional and positive image of the command. Enclosure (1) contains my policy concerning Standards of Conduct expected of all RTC Staff.

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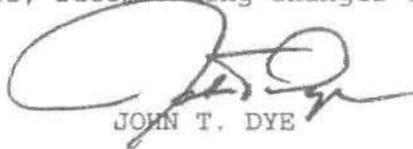
5. Action

a. This instruction is directive in nature and will be promulgated to all RTC Staff members. Staff members shall be thoroughly familiar with this instruction and any failure to abide by this instruction may result in administrative and/or disciplinary action. The Command Indoctrination Staff will provide copies of this instruction to newly reporting personnel.

b. Enclosure (2) will be signed by all Staff members and kept on file in the respective training record.

c. Enclosure (3) will be promulgated to all Recruit Division Commanders (RDCs). All newly reporting RDCs will be provided a copy of enclosure (3) while at RDC school.

6. Review. The Military Training Department Head will review this instruction on an annual basis, recommending changes as necessary.



JOHN T. DYE

Distribution:  
Enterprise Knowledge Management (EKM)

OCT 12 2012

STANDARDS OF CONDUCT FOR RTC STAFF

1. Recruit Training Command (RTC) is the Quarterdeck of the Navy. Each year, more than 39,000 recruits pass through these gates, and RTC is their first impression of the Navy. Since RTC sets the standard for all new Sailors entering the fleet, it is our job to set the highest standard of honor, courage, and commitment. All RTC Staff members are role models to these recruits and must always be aware of their personal behavior, military bearing, and demeanor.

2. Standards of Conduct. The following Standards of Conduct will be adhered to by all RTC Staff members:

a. Sexual Contact. Any contact that is sexual in nature between Staff and trainees is strictly prohibited and will not be tolerated. The term "trainee" applies to anyone under the supervision or training of RTC Staff, including, but not limited to, recruits, midshipmen, cadets, Sea Cadets, and Boy Scouts. Staff/trainee relationships must remain professional at all times whether on or off duty. Sexual contact with trainees undermines the positions of leadership and authority, which in turn is detrimental to good order, morale, and discipline. This prohibition is applicable not only to current recruits, but also applies to former recruits within six months of the date of departure from RTC or the completion of their training pipeline, whichever is longer.

b. Sexual Harassment. Sexual harassment is prohibited and is behavior that is unwelcome, sexual in nature, and connected in some way with a person's job or work environment. Behavior which is sexual in nature includes sexually explicit jokes, displaying sexually suggestive pictures, making sexual requests, and talking or giving notes about sex. Behavior that Staff members shall avoid includes asking trainees about their sexual experience, leering, making sexually suggestive gestures, and making sexually flattering comments.

c. Fraternization. Fraternalization consists of personal relationships that are unduly familiar, that do not respect differences in grade or rank or the Staff/trainee relationship, and that are prejudicial to good order and discipline. This boundary ensures that Staff members receive due respect and will enhance their ability to act as appropriate role models for trainees. This requirement is applicable not only to current recruits, but also applies to former recruits within six months of the date of departure from RTC or the completion of their training pipeline, whichever is longer. Conduct that is unduly familiar includes, but is not limited to, the following activities:

(1) Dating, sharing living quarters, intimate or sexual relations, and other similar socializing including inappropriate displays of affection;

(2) Engaging in private business activities;