

## MILPERSMAN 1306-300

### OVERSEAS TOUR EXTENSION INCENTIVES PROGRAM (OTEIP)

<b>Responsible Office</b>	NAVPERSCOM (PERS-40CC)	Phone:	DSN	882-3550
			COM	(901) 874-3550
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<b>References</b>	DOD 7000.14-R, Financial Management Regulations SECNAVINST 1306.3 NAVSO P-6034, Joint Federal Travel Regulations 10 U.S.C. 705 (B) (2) OPNAVINST 4650.15
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1. **Policy.** OTEIP offers eligible enlisted members the opportunity to receive their choice of one of four incentive options for extension of the Department of Defense (DOD) tour length for 12 months or more.

a. The following options are available:

(1) **Option A** -- \$80 per month special pay for each month during the period of the extension.

(2) **Option B** -- 30 days rest and recuperation (R&R) absence during the period of extension.

(3) **Option C** -- 15 days R&R absence plus round trip transportation at government expense from the location of the extended tour of duty to the port of debarkation in **continental United States (CONUS)** and return during the period of extension.

(4) **Option D** -- \$2,000 lump sum payment on the first day of the 12-month extension.

b. The elected OTEIP option may not be affected prior to the projected rotation date (PRD) extension becoming operative.

c. An extension overseas required for command sponsorship of family member(s) will not be used as an extension for eligibility under this program.

2. **Eligible Members.** The following enlisted members are eligible for OTEIP:

a. Members serving overseas on Type Duty Code "3" or "4" will complete a Department of Defense (DOD) tour (accompanied for those taking family member(s), unaccompanied for those who do not take family member(s)) before being eligible for OTEIP).

b. Type Duty Code "6" (members reporting on or after January 1, 1998 are eligible for OTEIP on Type Duty Code "6" duty which was previously 6N) and Type Duty Code "2" units in Hawaii.

c. Members serving outside these areas on TAD in excess of 150 days during any 12 months period **will not** be eligible for OTEIP.

d. A member assigned to a family-member-restricted tour location who extends for a minimum of 12 months beyond the prescribed DOD tour length may elect either the OTEIP or Consecutive Overseas Tour (COT) leave travel entitlement. This is the only circumstance when a member has a choice.

e. COT leave entitlement is earned when a member is assigned to back-to-back complete DOD tours. OTEIP is earned for extensions of at least 12 months beyond the current DOD tour.

f. The authority for the OTEIP incentives is SECNAVINST 1306.3 and DOD 7000.14-R, volume 7A.

**NOTE:** Personnel assigned to Type "3" duty on St Nicholas Island and San Clemente Island are not considered as serving overseas and are not eligible for OTEIP incentives.

g. A request for extension in an overseas area need not be for the same command. An extension of at least 12 months may be granted for a new command or permanent duty station (PDS) if the new assignment meets the criteria of prescribed DOD tour length. This exception only is used in conjunction with a decommissioning or billet reduction when a member is not being reassigned for a full DOD tour. In these circumstances, the extension must be for a minimum of 12 months or the unaccompanied tour length at the new area, whichever is greater.

h. Requests for extensions are to be requested from Navy Personnel Command (NAVPERSCOM), Enlisted Distribution Division (PERS-40CC).

i. No incentive option is to be granted without prior approval from NAVPERSCOM (PERS-40CC).

3. **OTEIP Benefits for First-Termers.** All first-term members assigned to an overseas PDS will be eligible for OTEIP following completion of the prescribed DOD area tour. (Accompanied tour length for those with command sponsored family member(s) on station or all others tour length for single Sailors or those with family member(s) electing to serve an unaccompanied tour.) This policy is modified to include all members whose Secretary of the Navy (SECNAV) assigned sea tour exceeds the DOD tour length by at least 12 months. Hence, a single member assigned to Type "4" duty in Japan for a 36-month sea tour, where the DOD unaccompanied/all others tour is 24 months, would be eligible for OTEIP benefits for the third year. OTEIP benefits in this case are not automatic and must be requested.

4. **Request Procedures.** To provide for centralized management and monitoring of the OTEIP, all requests for voluntary extensions of 12 or more months will be submitted to NAVPERSCOM (PERS-40CC) not more than 18 months, or less than 9 months, prior to current PRD.

a. The preferred method of submission via the BUPERS Online (BOL) OTEIP Program by command-authorized users.

b. For commands without BOL capability, requests may be submitted via naval message (Exhibit 1); NAVPERS 1306/7(Rev. 01-03), Enlisted Personnel Action Request; or letter signed by commanding officer (CO) or delegated signing authority.

c. Processing times using naval message, NAVPERS 1306/7, or letter is greater than with BOL OTEIP Program. Use one method for submission and do not resubmit requests unless the request is verified not received by NAVPERSCOM (PERS 40CC).

d. Requests via naval message, NAVPERS 1306/7, or letter must include the following:

(1) Recommendation by the command.

(2) The specific time frame of the requested extension period or the specific time frame of OTEIP eligibility if requesting OTEIP benefits when no PRD adjustment is needed.

(3) Member's elected option (A, B, C, or D).

**NOTE:** Upon receipt of the OTEIP authorization message, command should retain one copy in member's command career counselor (CCC) folder, provide a copy to member, and ensure the supporting pay/personnel support office receives a copy.

5. **Approval Factors.** Approval of all requests will be based on the following factors:

- a. Current manning and priorities (needs of the Navy).
- b. Need for member at a Type Duty Code "2" or "4" unit (shipboard duty), if on Type Duty Code "3" duty.
- c. Status of relief/current availability.
- d. Timeliness of request submission (not more than 18 months or less than 9 months prior to PRD).
- e. Need for member at a Chief of Naval Operations (CNO) priority billet (instructor, recruiter).

6. **Approval by NAVPERSCOM.** NAVPERSCOM will endeavor to approve all extension requests for overseas duty stations, but approval is not automatic and must be based on manning needs as outlined above.

a. **For elected incentive Option A**, authorize payment citing DOD 7000.14-R, volume 7A as authority. Make the following entry on NAVPERS 1070/613 (Rev. 10-81), Administrative Remarks:

"Authorized by SECNAVINST 1306.3, I desire to exercise incentive Option A, payment of which is authorized by DOD 7000.14-R, volume 7A for my overseas extension of \_\_\_\_ months for period \_\_\_\_-\_\_\_\_."

\_\_\_\_\_  
Member's Signature

Witnessed: \_\_\_\_\_  
J. D. Doe  
PNC, USN, Personnel Officer

b. **For elected incentive Option B**, authorize R&R absence citing SECNAVINST 1306.3 as authority. Make the following entry on NAVPERS 1070/613:

"As authorized by SECNAVINST 1306.3, I desire to exercise incentive Option B, for my overseas extension of \_\_\_\_ months for period \_\_\_\_-\_\_\_\_."

\_\_\_\_\_  
Member's Signature

Witnessed: \_\_\_\_\_  
J. D. Doe  
PNC, USN, Personnel Officer

(1) Eligible members who elect incentive Option B may take 30 days during one period of absence, or over not more than three periods of absence, at the CO's discretion.

(2) Option B must be used during operative period of extension and not to be used in conjunction with permanent change of station (PCS) transfer or separation leave.

c. **For elected incentive Option C**, accounting data will be provided in NAVPERSCOM OTEIP approval message. For members who elect to change from Option B to Option C, request appropriate option change via NAVPERS 1306/7, letter, or message to NAVPERSCOM (PERS-40CC) not less than 30 days prior to commencement of travel. For members serving on Type Duty Code "4" units electing incentive Option C, travel will originate from and return to the unit's homeport/base.

(1) For elected incentive Option C authorize 15 days R&R absence plus round trip transportation at government expense from the location of the extended tour of duty to the port of debarkation **CONUS** and return during period of extension, citing SECNAVINST 1306.3 as authority. Make the following entry on NAVPERS 1070/613:

"As authorized by SECNAVINST 1306.3, I desire to exercise incentive Option C for my overseas extension of \_\_\_\_ months for period \_\_\_\_-\_\_\_\_. I plan to travel during the period \_\_\_\_-\_\_\_\_. I understand that no per diem, meals, or lodging are authorized in connection with this travel and that no transportation or per diem has been authorized for family member(s). I have read NAVSO P-6034, volume 1, Chapter 7, Part J."

\_\_\_\_\_  
Member's Signature

Witnessed: \_\_\_\_\_  
J. D. Doe  
PNC, USN, Personnel Officer

(2) Upon receipt of the accounting data, local command will prepare necessary travel orders citing the authority for 15 days R&R absence per 10 U.S.C. 705 (B) (2).

(3) TEMADD orders will reflect **"Travel by government air is directed where available; otherwise, commercial air**

authorized as arranged by a Navy Passenger Transportation Office (NAVPTO) or other designated direct port-call activity." In this regard, transportation will be obtained per normal procedures as specified in OPNAVINST 4650.15.

(4) Leave will commence/terminate at the appropriate CONUS port of debarkation/embarkation. **Free baggage allowance is two pieces of checked baggage, each piece not to exceed 62 linear inches nor 70 pounds, and one "carry-on" bag not to exceed 45 linear inches. No excess baggage is authorized.**

(5) Return transportation should be arranged prior to departure of member from the overseas location. This may be accomplished by the overseas NAVPTO or other designated direct port-call activity.

(6) Member is entitled to transportation under provisions of NAVSO P-6034, para. U7300-B from the location of the extended tour of duty to the nearest port of embarkation providing travel to the United States (U.S.), then to the nearest port of debarkation in the U.S. and return.

d. **For elected incentive Option D**, authorize payment citing DOD 7000.14-R as authority. Make the following entry on NAVPERS 1070/613:

"Authorized by SECNAVINST 1306.3, I desire to exercise incentive Option D, payment of which is authorized by DOD 7000.14-R, for my overseas extension of \_\_\_\_\_ months for period \_\_\_\_\_-\_\_\_\_\_."

\_\_\_\_\_  
Member's Signature

Witnessed: \_\_\_\_\_  
J. D. Doe  
PNC, USN, Personnel Officer

7. **Changing of Incentive Options**. Due to operations, schedules, and personal preference sometimes a member may not, or cannot, use the originally elected option.

a. A member authorized monetary OTEIP Options A or D will not be authorized option change to C or B once the extension period has commenced.

b. If a member does not take advantage of the previously elected option, the incentive option may be changed by providing the following information to NAVPERSCOM (PERS-40CC):

(1) Member has signed NAVPERS 1070/613 agreement stating no portion of previously elected option has been received.

"As authorized by MILPERSMAN 1306-300, I desire to change my previously elected option from \_\_\_\_ to \_\_\_\_\_. I certify that I have used no portion of my previously elected option for the period of extension \_\_\_\_\_ to \_\_\_\_\_."

\_\_\_\_\_  
Member's Signature

"Member authorized change of option from \_\_\_\_ to \_\_\_\_ for period of extension from \_\_\_\_\_ to \_\_\_\_\_."

\_\_\_\_\_  
K. Denson, LCDR, USN  
PERSOFF, BY DIR OF CO

c. Command authorized representatives may submit OTEIP change requests to NAVPERSCOM (PERS-40CC) via naval message, NAVPERS 1306/7, BOL 1306/7, or letter. Option change requests submitted by these methods must include time frame of the previously authorized OTEIP period as verified by NAVPERSCOM authorization message, along with statement certifying that member has not used any portion of previously authorized OTEIP benefits.

d. BOL OTEIP Program **should not** be used to request OTEIP option changes.

8. Canceling Extensions

a. Cancellation requests may be submitted via BOL. For commands without BOL capability, forward a naval message, NAVPERS 1306/7, or BOL 1306/7 to NAVPERSCOM (PERS-40CC) requesting cancellation of OTEIP extension. Cancellation requests must include justification, statement regarding whether member has used any portion of the OTEIP benefits, and information regarding if a gap in the billet is acceptable.

b. Members who elect Option D and do not complete the 12-month extension shall refund to the government a pro rata recoupment of the unearned portion of the benefits. SECNAV may waive the obligation of a member to reimburse the Navy if determined that circumstances warrant the waiver.

c. Every effort must be made to ensure the member uses the entitled incentive option **during** the operative period of extension.

(1) Incentive options involving R&R absence cannot be used retroactively.

(2) Monetary benefits are the only retroactive entitlements and only payable with authorization from NAVPERSCOM (PERS-40CC).

(3) Requests for retroactive payment will be determined on a case basis and must include reason why option was not requested or used during the eligibility period of extension.

(4) Members are to sign NAVPERS 1070/613 acknowledging non-receipt of OTEIP benefits:

"I acknowledge that I have received no benefits for the period \_\_\_\_\_ - \_\_\_\_\_ under the Overseas Tour Extension Incentives Program (OTEIP)."

\_\_\_\_\_  
Member's Signature

Witnessed: \_\_\_\_\_  
J. D. Doe  
PNC, USN, Personnel Officer

EXHIBIT 1

OVERSEAS TOUR EXTENSION INCENTIVES PROGRAM (OTEIP) REQUEST  
(Use the proper message format containing the following.)

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ZNR UUUUU (ONLY)
R DDHMMZ MMM YY ZYB
FM
TO COMNAVPERSCOM MILLINGTON TN//PERS-40CC//
INFO EPMAC NEW ORLEANS LA//47// (FOR GENDETS ONLY)
BT
UNCLAS //N01306// (UNCLAS ONLY)
MSGID/GENADMIN/ /-/MMM//
SUBJ/OVERSEAS TOUR EXTENSION INCENTIVE PROGRAM (OTEIP)//
REF/A/DOC/CNPC/YMMDD//
AMPN/REF A IS MILPERSMAN 1306-300//
POC/NAME/RATE OR RANK/TITLE/TEL: /E-Mail address//
Mandatory (NOTE 1)
RMKS/1. REQUEST OTEIP FOR THE FOLLOWING SERVICE MEMBER:
A. NAME/RATE:
B. SSN:
C. COMMAND UIC:
D. EXTENSION PERIOD: (NOTE 2)
E. OTEIP OPTION:
F. COMMANDING OFFICER'S RECOMMENDATION:
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BT
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**NOTE 1:** POC line is mandatory. List E-Mail address if possible.

**NOTE 2:** For extension period, enter dates of extension (i.e., 07JUL2000-07JUL2001) or indicate the period of eligibility if requesting OTEIP benefits when no PRD adjustment is necessary.