

## MILPERSMAN 1100-010

### APPOINTMENT IN THE MEDICAL SERVICE CORPS OF THE NAVAL RESERVE

<b>Responsible Office</b>	COMNAVCRUITCOM (Code 30C)	Phone:	DSN	882-9336
			COM	(901) 874-9336
			FAX	882-9336

<b>Governing Directives</b>	NAVMED P-117, Manual of the Medical Department for the Staff Corps of the Naval Reserve SECNAVINST 1120.8B
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#### 1. Policy

a. Qualified officers and enlisted members on either active or inactive duty may apply for appointment in the Medical Service Corps on active duty. Reservists not on active duty may apply for appointment in the Medical Service Corps on inactive duty. Inactive duty applications are submitted via a Naval reserve recruiter.

b. Both men and women are eligible to apply for appointment. The availability of openings in the program for which one is applying must be confirmed prior to submission of an application. Applicants must meet the following qualifications:

(1) Must be citizens of the United States.

(2) Must meet the age requirements for appointment in the Medical Service Corps, Naval Reserve, according to MILPERSMAN 1131-010.

(3) Must be physically qualified by standards set forth in the NAVMED P-117, Manual of the Medical Department for the Staff Corps of the Naval Reserve.

(4) Must meet the professional requirements described in the following blocks.

2. **Professional Requirements.** The minimum professional requirements for appointment in each discipline of the Health Care and Sciences Section of the Medical Service Corps are listed in the following blocks.

<b>Aerospace          Experimental          Psychology</b>	<p>Ph.D. degree in psychology with primary emphasis in areas of industrial, experimental, engineering, learning, cognitive, personnel, training, or measurement psychology. Applicants may have completed a Ph.D. in human factors or in an interdisciplinary program emphasizing human factors, systems and information technology. Applicants who have completed a Master's degree in one of these areas, and 4 years commissioned service, will be considered.</p>
<b>Aerospace          Physiology</b>	<p>Master's degree in the Biological Sciences with an emphasis in Human and Mammalian Anatomy, Physiology, and related life science programs. Inorganic and organic chemistry, physics, and college mathematics (calculus preferred) are required courses. Related degrees such as Biomedical Engineering, Exercise Physiology, Biomechanics, Kinesiology, and Ergonomics will be considered if course requirements outlined in parts (a) and (b) of the basic requirements have been completed.</p>
<b>Audiology</b>	<p>Master's degree in Audiology. "Certificate of Clinical Competence in Audiology (CCC-A)" from the America Speech-Language-and-Hearing Association or State Licensure.</p>
<b>Biochemistry</b>	<p>Candidates should have either a Doctorate (Ph.D.) or a Master's degree, from a program of 2 years duration that includes some research experience, in one of the following fields:</p> <p>Biochemistry          Chemistry (with strong life sciences background)          Toxicology (Forensic or Industrial)          Pharmacology          Molecular Biology</p>

<b>Clinical Psychology</b>	Applicants must have completed all academic requirements for a doctoral degree in clinical psychology or counseling psychology. Completion of doctoral dissertation is preferred, however, applicants who have completed all other requirements, including doctoral committee approval of dissertation topic, may apply.
<b>Dietetics and Food Management</b>	Baccalaureate degree in dietetics, foods and nutrition, home economics, food service management, or public health nutrition. Completed a dietetic internship or Pre-Professional Practice Program (AP-4), or a Coordinated Undergraduate Program (CUP), or qualifying professional experience approved by the American Dietetic Association's (ADA) requirements for ADA membership. Possess the credential of "Registered Dietitian" according to the ADA.
<b>Entomology</b>	Master's degree or Doctoral degree in Entomology or closely related degree in which the course work taken had an emphasis in Entomology. GPA 3.2/4.0 scale in graduate study and a 3.5 or better in Entomology course work. Course work taken should include 30 or more hours (graduate and undergraduate) in Entomology including courses in the areas of Medical Entomology, Pest Management, Insect Taxonomy, Insect Morphology, Immature Insects, Mosquito Biology, Medical-Veterinary Entomology, Insect Ecology, Insect Toxicology, and Insect Physiology.
<b>Environmental Health</b>	Applicants must have either a Master of Public Health or Master of Science Degree in environmental health from an academic institution accredited by Council on Education for Public Health (CEPH) or the National Environmental Health Association (NEHA).

<b>Health Care Administration</b>	Applicants must have a Master's Degree with a major in Healthcare, Hospital or Health Service Administration or a Master's in Business Administration with a concentration in Health Care Administration. Programs must be accredited by the Accrediting Commission on Education for Health Service Administration (ACEHSA) or American Assembly of Collegiate Schools of Business (AACSB). Residency completion and employment experience in Healthcare Administration (PPO, HMO, Managed Care) is highly desired.
<b>Industrial Hygiene</b>	Baccalaureate degree with a major in Industrial Hygiene or a related biomedical science field such as toxicology. Baccalaureate degree in public health, environmental sciences, chemistry, industrial engineering, or industrial safety are acceptable.
<b>Medical Technology</b>	Baccalaureate degree from an accredited college or university and certification of completion of a 1-year course of study in medical technology conducted by a school or program accredited by the Committee on Allied Health Education Association (CAHEA). Certified as a medical technologist by a national certifying agency such as the American Society of Clinical Pathologists (ASCP) and the National Certification Agency for Medical Laboratory Personnel (NCA). Supervisory experience in a hospital-based clinical laboratory is desired.
<b>Microbiology</b>	Master of Science in microbiology or closely related field, i.e., bacteriology, mycology, immunology, parasitology or virology. Ph.D. degrees in microbiology or related fields, as above; in addition, candidates with appropriate backgrounds or fields of study in molecular biology are eligible.

<b>Occupational Therapy</b>	Baccalaureate or Master's degree from an accredited college or university. (Credit towards rank and time in service is given, depending on the level of degree and work experience.) Certification of completion of a course in occupational therapy accredited by the Council on Medical Education of the American Medical Association, in collaboration with the American Occupational Therapy Association. National license from the American Occupational Therapy Association.
<b>Optometry</b>	Doctor of Optometry degree from a college or university accredited by the Council on Optometric Education of the American Optometric Association. Licensed to practice optometry by one of the 50 states or the District of Columbia or eligible to be licensed by a state or the District of Columbia by passing Parts I & II. An active state license is required within 1 year after coming on active duty.
<b>Pharmacy</b>	Baccalaureate or Doctor of Pharmacy degree from an accredited college or university. Registration as a Pharmacist in one of the 50 states or the District of Columbia.
<b>Physical Therapy</b>	Baccalaureate degree or Master's degree in Physical Therapy (entry level) from an accredited institution.
<b>Physiology</b>	Master's Degree level of training in physiology. The majority of positions require applicants who have a doctoral degree in physiology with a strong background in research.
<b>Physician Assistant</b>	Bachelor's degree from an accredited college or university. Completion of a physician assistant education program approved by the Committee on Allied Health Education and Accreditation (CAHEA). Certified by the National Commission on Certification of Physician Assistants (NCCPA).

<b>Podiatry</b>	D.P.M. degree from a College of Podiatric Medicine accredited by the Council on Education of the American Podiatric Medical Association. Current licensure in one of the 50 states or the District of Columbia.
<b>Radiation Health</b>	Baccalaureate degree with a major in radiation health, radiobiology, physics, medical physicals, engineering, chemistry, mathematics, or biology (which must include acceptable course work in mathematics, physics, or chemistry).
<b>Research Psychology</b>	At a minimum, applicants must have completed all course requirements for a Ph.D. degree in psychology. Such applicants will be considered in an all but dissertation (ABD) status. The majority of the positions require applicants who have completed requirements for a Ph.D. in psychology, with emphasis on research in social, organizational, experimental engineering, or physiological psychology. Demonstrated competence in research design and execution, as well as multivariate statistics, is required. Applicants who have completed a Master's degree in one of the areas, and 4 years commissioned service, will be considered.
<b>Social Worker</b>	Must have a Master's degree in social work (MSW) from a graduate school of social work accredited by the Council on Social Work Education (CSWE). Must have a minimum of 2 years' full-time, post-masters-degree, supervised clinical social work experience. Must have current licensure/certification as a clinical social worker by the jurisdiction where practicing, or, if the jurisdiction does not provide for licensure or certification of clinical social workers, must be certified by a national professional organization offering certification of clinical social workers (Academy of Certified Social Workers).

3. Applications

a. Commanding officers shall forward completed applications to the Commander, Navy Recruiting Command (Code 313). Each application shall include an endorsement containing a definite recommendation as to the applicant's appointment, and providing specific, brief, reasons.

b. The application must contain the following documents and information:

(1) Documents required from **all applicants**:

SF 88, Report of Medical Examination
SF 93, Report of Medical History
Education transcripts - one official transcript from each institution attended, and evidence of any degree awarded (not issued to student).
Evidence of registration, certification, licensure, or completion of internship, if applicable.
NAVCRUIT 1100/11, Application for commission or Warrant Rank, U.S. Navy or Naval Reserve
FD 258, Fingerprint Card
SF 86
NAVCRUIT 1100/13, Interviewer's Appraisal Sheet (A minimum of one by an officer, at rank of lieutenant or above, in the Medical Service Corps, and preferably in the same specialty.)
Supporting documents or letters of recommendation.
Any additional required items as described in SECNAVINST 1120.8B.

(2) Documents required from **all officer applicants** also include letters of resignation, contingent upon appointment in the Medical Service Corps.

4. **Constructive Service Credit for Education and Experience.**

Selected applicants shall be tendered an original appointment in the grades of ensign, lieutenant junior grade, or lieutenant, dependent upon the years of educational and professional experience in the specialty for which selected, after receipt of degree. In determining the grade and date of rank, selected applicants shall be credited with the following periods of constructive service credit for education and experience specified.

a. The following service shall be credited for education or professional training directly related to the appropriate specialty beyond the normal 4-year college level:

Months	For...
48	completing all requirements for a Doctor of Optometry or Podiatric Medicine degree.
24	completing all requirements for a doctoral (Ph.D.) degree.
24	completing all requirements for a master's degree, Doctor of Pharmacy, or other 2-year graduate degree program.
12	completing 30 semester hours, or equivalent quarter hours, of graduate education from an accredited college or university.
12	completing a full-time professional training program of duration equal to a normal academic year (internship, residency, clinical affiliation, etc.).

b. A maximum of 12 months of constructive service credit may be awarded based on 1 day of credit for each 3 days of professional experience performed subsequent to receipt of the degree for which selected. Periods of professional experience of less than 6 months shall not be counted in the computation. Credit granted for professional experience is in addition to service credit granted for professional education or training. Credited professional experience includes the following:

(1) Full-time employment in an occupation directly related to the Medical Service Corps specialty in which appointment is tendered.

(2) Full-time employment in a training or research program directly related to the Medical Service Corps specialty in which appointment is issued, when such programs do not meet the criteria for professional education.

5. Appointment

a. Applicants selected for active duty will be tendered an appointment and ordered to active duty as Medical Service Corps Officers.

b. Enlisted applicants selected for inactive duty may, subject to the desires of the individual concerned, remain attached in drill pay status to a Selected Reserve Unit, excluding combat component units, in excess of authorized allowance for a period of 1-year from date of appointment, if an appropriate billet is not immediately available.

## MILPERSMAN 1100-020

### APPOINTMENT IN THE NURSE CORPS OF THE NAVAL RESERVE ON ACTIVE DUTY

<b>Responsible Office</b>	CNO (N13)	Phone:	DSN	223-2326
			COM	(703) 693-2326
			FAX	223-1189

<b>Governing Directives</b>	SECNAVINST 1120.6B NAVMED P-117, Manual of the Medical Department for Staff Corps of the Naval Reserve, Chapter 15 NAVPERS 15665, U.S. Navy Uniform Regulations
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1. **Eligibility**. Eligibility criteria for appointment of officer and enlisted members in the Nurse Corps, U.S. Naval Reserve on active duty are set forth in detail in SECNAVINST 1120.6B. General criteria include the following:

- a. Citizen of the United States.
- b. Physically qualified according to NAVMED P-117.
- c. Able to complete 20 years of active service by age 55. Waivers may be considered on an individual basis according to SECNAVINST 1120.6.

2. **Professional Requirements**. Minimum professional requirements for appointments are as follows:

- a. Graduate of a nursing education program that conferred a baccalaureate or an advanced degree in nursing. Program must have been approved by a state board of nursing or accredited by the National League for Nursing at the time of graduation.

- b. Licensed and in good standing as a registered professional nurse in a state, territory, or commonwealth of the United States, or the District of Columbia, based upon a licensing examination provided by the National Council of State Boards of Nursing and administered by one of its member Boards of Nursing.

3. Application. Applications must contain the following:

Item	Documentation
a.	SF 88, Report of Medical Examination
b.	SF 93, Report of Medical History
c.	Educational Transcripts. Must be sent with seal from each institution attended with evidence of degree awarded.
d.	Evidence of Licensure as a registered professional nurse.
e.	Verification of Licensure from each State Board of Nursing which the applicant is, or has been licensed as a registered professional nurse within the last 10 years.
f.	Statement of understanding that Nurse Corps officers must maintain licensed as a registered professional nurse. Failure to maintain a license may result in separation for cause under the guidance of SECNAVINST 1920.6B. The expense of obtaining and maintaining a license to practice as a professional registered nurse is the responsibility of the individual.
g.	NAVCRUIT 1100/11, Application for Commission or Warrant rank, U.S. Naval Reserve.
h.	DD 398-2, Personnel Security Questionnaire (National Agency Checklist).
i.	FD 258, Fingerprint Card.
j.	NAVCRUIT 1100/13, Interviewer's Appraisal Sheet by two officers in the grade of Lieutenant or above, with one being a Nurse Corps Officer.
k.	Supporting documents or letters of recommendations from <ul style="list-style-type: none"> <li>• college or nursing instructor or professor, and</li> <li>• from supervisor of nursing related work experience if within the past 5 years.</li> </ul>
l.	Officer applicants must include a letter or statement resigning their current commission contingent upon appointment in the Nurse Corps, U.S. Naval Reserve.

4. **Application Address**. Commanding officers forward completed applications with an endorsement with brief specific reasons for recommendation to

**Commander, Navy Recruiting Command (CNRC-315).**

5. **Terms and Obligation**

a. Applicants selected shall be tendered an original appointment in the grade of ensign, Lieutenant (junior grade), or Lieutenant depending upon the years of education and professional experience specified in SECNAVINST 1120.6B and ordered to active duty as a Nurse Corps Officer.

b. Total obligation is 8 years, 3 of which must be active duty. Time not spent on active duty will be spent in the inactive Reserve.

## MILPERSMAN 1100-030

### PROCEDURES FOR EFFECTING APPOINTMENTS AND DELIVERING ORIGINAL COMMISSIONS

<b>Responsible Office</b>	COMNAVCRUITCOM (Code 13)	Phone:	DSN	226-4085
			COM	(703) 696-4085
			FAX	226-6938

1. **Introduction.** Commanding officers, officers in charge, and other designated "Appointing Officers" shall be governed by the following policies and procedures when delivering original appointments (permanent or temporary) in the United States Navy or United States Naval Reserve.

2. **Restrictions on the Appointment Documents**

a. The official administering the oath of office must ensure that all restrictions appended to the appointment documents are met prior to the time a candidate is administered the oath. If there is any question regarding the restrictions involved, the administration of the oath shall be delayed until all questions have been resolved.

b. Alterations of names, designators, grades or dates of rank, shall not be made on appointment papers before or after execution. Pen and ink changes of birth dates and social security numbers may be made upon receipt of authority from Commander, Navy Recruiting Command. Appointment papers will be reissued by Commander, Navy Recruiting Command (Code 13) upon notification of an error.

3. **Appointees on Active Duty Concurrently with Appointment.**

Appointees who are on active duty or are issued orders to active duty concurrently with appointment shall be reexamined by a naval medical officer if

a. more than 18 months have elapsed since the examination given at the time of application for appointment to commissioned grade.

b. the appointee's physical condition appears to have changed significantly since the examination given at the time of

application for appointment or information is available to indicate that such a change might have occurred.

c. the appointee states that their physical condition has changed significantly since the examination. When such a reexamination is conducted, SF 88, Report of Medical Examination, and SF 93, Report of Medical History, shall be forwarded to Chief, Bureau of Medicine and Surgery. Appointees who remain on active duty are not required to be reexamined prior to issuance of appointment, unless one of the conditions described above exists.

4. **Restrictions on Delivery of Original Commissions.** Original commissions shall not be delivered if

a. the appointee is under disciplinary action or awaiting such action.

b. the appointee is

(1) on the sick list.

(2) on sick leave.

(3) assigned limited duty following the approved recommendation of a Board of Medical Survey.

(4) awaiting action upon a report of a Board of Medical Survey or Physical Evaluation Board.

c. the appointee's physical condition upon reexamination has materially deteriorated since they were examined for appointment. In questionable cases where a definite finding may not be made at the time of physical examination, the report of the naval medical officer should be sent to Chief, Bureau of Medicine and Surgery. In such cases, the appointment shall be withheld pending receipt of further instructions from Commander, Navy Recruiting Command.

5. **Withholding of Appointment for Other Reasons**

a. If the appointment is withheld for any reason other than those enumerated in the preceding paragraph, Commander, Navy Recruiting Command (Code 13) shall be advised immediately. Justification for such action should be submitted at that time.

b. The appointment shall be retained pending further instructions from Navy Personnel Command (NAVPERSCOM) or Commander, Navy Recruiting Command.

6. **Acceptance of Appointment**

a. An appointee who is found physically qualified shall execute the acceptance and oath of office for appointment. Unless otherwise stated, the appointment is effective from the date of acceptance.

b. The commission which is enclosed with the appointing documents is evidence of the appointment.

(1) Present commissions of Naval Reserve and temporary commissioned Navy officers, as well as appointments as warrant officers, will be considered as terminated on the date preceding the acceptance of permanent appointment in the Navy.

(2) For other than appointees noted below, commanding officers shall report to Commander, Navy Recruiting Command, the circumstances and name of any appointee under their command whose appointment is not effected.

(3) Any appointee who does not desire to accept the appointment tendered shall submit a statement to that effect to Commander, Navy Recruiting Command, via their commanding officer.

7. **Discharge from Enlisted Status**

a. Appointees serving in enlisted status and appointees serving in temporary commissioned or warrant grade whose permanent status is enlisted shall be honorably discharged from their enlisted status by reason of selected changes in service obligation to accept permanent appointment to officer grade according to MILPERSMAN 1910-102. The Appointing Officer shall effect such discharges for selected changes in service obligation as of the day immediately preceding the date of acceptance of the permanent appointment as appropriate.

b. If the Appointing Officer is not the custodian of the enlisted service record, they will notify the service record custodian regarding the type of appointment accepted and the date it was accepted, requesting that the member's enlisted

status be terminated as of the day immediately preceding the date of acceptance of the permanent appointment.

c. A DD 214, Certificate of Release or Discharge From Active Duty (Page 15), shall be prepared and the enlisted service record closed for members discharged while on active duty. An appropriate entry on NAVPERS 1070/613, Administrative Remarks, shall be made and the enlisted service record closed for members discharged while on inactive duty.

8. **Receipt of Orders.** Upon acceptance of appointment each officer on active duty will report to their commanding officer for duty until such time as orders are received from NAVPERSCOM. If present orders are to duty in a flying status involving operational or training flights, such orders are automatically continued except in the case of warrant officers. Officers on active duty will receive further orders from NAVPERSCOM.

9. **Mileage/Travel Allowances.** Upon acceptance of appointment, members on active duty do not accrue entitlement to mileage allowance or any other travel allowance by reason of termination of their former officer or enlisted status.

## MILPERSMAN 1100-040

### IN-SERVICE PROCUREMENT PROGRAM

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<b>Responsible Office</b>	NAVPERSCOM (PERS-801G)	<b>Phone:</b> DSN	882-3170
		COM	(901) 874-3170
		FAX	882-2620

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<b>Governing Directive</b>	OPNAVINST 1420.1
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1. **Background.** The Limited Duty Officer (LDO) and the Chief Warrant Officer (CWO) Programs are the premier enlisted-to-officer programs sponsored by the Navy which do not require a college education (although it is highly desired). It has been demonstrated that the Navy has a need for warrant officers who serve and develop as officer technical specialists and for limited duty officers who serve and develop as officer technical managers.

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2. **Applicant Preparation.** Competition for acceptance in both the LDO and CWO Programs is intense. People interested in applying to either program should begin preparation as early as possible in their career. All potential candidates are encouraged to gain occupational experience and/or specialized training through school and correspondence courses to better prepare for officer status.

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3. **Eligibility.** The LDO and CWO Programs are open to

a. Enlisted personnel of the Regular Navy and Naval Reserve on active duty (including the Training and Administration of the Reserves (TAR) Program) who may seek appointment to chief warrant officer status via the Active Duty Chief Warrant Officer Program or commissioned officer status via the Active Duty Limited Duty Officer Program.

b. Chief warrant officers of the Regular Navy and Naval Reserve on active duty may seek appointment to commissioned officer status via the Active Duty Limited Duty Officer Program.

c. Enlisted personnel of the Naval Reserve on inactive duty who are assigned to a drilling unit may seek appointment to the chief warrant officer status via the Inactive Duty Chief Warrant Officer Program or commissioned officer status via the Inactive Duty Limited Duty Officer Program.

d. Chief warrant officers of the Naval Reserve on inactive duty who are assigned to a drilling unit may seek appointment to commissioned officer status via the Inactive Duty Limited Duty Officer Program.

e. Naval Reservists on Active Duty for Special Work (ADSW) and Naval Reservists assigned duties as Canvasser Recruiters may seek appointment to chief warrant officer status via the Inactive Duty Chief Warrant Officer Program or commissioned status via the Inactive Duty Limited Duty Officer Program.

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4. **For Further Information.** Enlisted personnel who want more information about these programs should review OPNAVINST 1420.1 for required submission dates, detailed eligibility requirements, obligation, and other pertinent information.

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## MILPERSMAN 1100-050

### ELIGIBILITY REQUIREMENTS FOR MEMBERSHIP IN THE READY RESERVE

<b>Responsible Office</b>	NAVPERSCOM (PERS-91)	Phone :	DSN	882-4482
			COM	(901) 874-4482
			FAX	882-2753

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<b>Governing Directive</b>	BUPERSINST 1001.39D
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1. **Policy**. Eligibility requirements are defined in chapter 1 of BUPERSINST 1001.39D.

## MILPERSMAN 1100-060

### VOLUNTARY TERMINATION OF TEMPORARY APPOINTMENT OF LIMITED DUTY OFFICERS (LDOS) AND CHIEF WARRANT OFFICERS (CWOs)

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<b>Responsible Office</b>	NAVPERSCOM (PERS-822)	Phone:	DSN	882-4206
			COM	(901) 874-4206
			FAX	882-2622

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<b>Governing Directives</b>	10 U.S.C. 564, 1263, 1293, 1305, 1371, 5596, and 6323 SECNAVINST 5370.2J NAVSO P-3069, Source Date System Procedures Manual NAVPERS 15909F, Enlisted Transfer Manual SECNAVINST 1811.3M
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1. **Policy**. A request for voluntary termination of a temporary officer's appointment has no effect until it has been approved by the Secretary of the Navy (SECNAV). Requests for termination of a temporary officer's appointment will normally receive favorable consideration provided the requirements described below have been fulfilled.

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#### 2. **Application Process**

a. An officer appointed for temporary service under 10 U.S.C. 5596, whose permanent status is CWO or enlisted, desiring termination of his or her temporary officer appointment for one of the reasons listed below, shall submit a letter of application to SECNAV via the Navy Personnel Command (NAVPERSCOM) (PERS-822) and their commanding officer (or immediate superior in command as appropriate), with a copy to the appropriate Personnel Support Activity Detachment (PERSUPPET).

b. In the case of a staff corps officer, the letter of application should be submitted to SECNAV via the NAVPERSCOM (PERS-822) and their cognizant bureau, command, or office, with

a copy to appropriate Personnel Support Activity Detachment (PERSUPP DET).

<b>IF ...</b>	<b>THEN ...</b>
the request for termination of temporary appointment is at the projected rotation date (PRD),	the request shall be submitted in time to reach NAVPERSCOM (PERS-822) between 6 and 9 months in advance of the desired termination date.
the request for termination of temporary appointment is prior to a PRD,	the request shall be submitted 9 to 12 months in advance of the requested termination date.
a relief for an officer requesting termination of a temporary appointment is required,	the forwarding endorsement must state that this is the case.
a contact relief is required, or gapping the billet must be minimized,	the effective date of an officer's termination of temporary appointment may be delayed as much as 6 months from the first day of the month the request is received in NAVPERSCOM (PERS-822).

c. Commanding officers may favorably endorse a termination of temporary appointment request for less than 6 months advance notice if they are willing to accept a gap of up to the individual's PRD. When, through no fault of the officer concerned, the request is delayed in reaching NAVPERSCOM (PERS-822), a constructive receipt date will be assigned that is 21 days following the date of the officer's request.

d. If an officer is notified by any means of impending orders (official letter, message, postcard, telephone, or personal visit) more than 6 months prior to PRD, that officer may decline the assignment and request termination of temporary appointment to be effective any time up to and including the normal PRD. An officer who has not been notified of impending orders may request termination of temporary appointment to be effective not later than the PRD.

3. **Request for Termination of Temporary Appointment and Retirement.** Members requesting termination of their temporary appointment under this article and retirement under the article in this Manual governing application for voluntary retirement from active duty may submit their requests in one letter. In additions, the following rules apply:

a. Temporary LDOs retired under 10 U.S.C. 6323 and CWOs retired under 10 U.S.C. 564, 1263, 1293, or 1305, shall comply with Standards of Conduct and Government Ethics as defined in SECNAVINST 5370.2J. They are subject to Federal employment restrictions and dual compensation discussed elsewhere in this Manual.

b. Under 10 U.S.C. 1371, a CWO retiring under the provisions of either 10 U.S.C. 564, 1263, 1293, or 1305, will be retired in the permanent CWO grade held on the day before the date of retirement, or in any higher CWO grade in which that officer served on active duty satisfactorily, as determined by NAVPERSCOM, for at least 31 days.

c. A temporary officer designated for limited duty whose permanent status is CWO and who has been promoted to the next higher temporary CWO grade is considered to be serving concurrently in the CWO grade. This officer is required to actually serve a minimum 2 years concurrently in the CWO grade before becoming eligible for retired pay of that grade.

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4. **Requests for Termination of Temporary Appointment and Retention on Active Duty**

a. Provided that eligibility criteria described below are met, temporary LDOs whose permanent status is CWO may, under this article, request termination of temporary appointment and retention on active duty in their CWO status. Since this change of status may effect the manning posture or senior-subordinate relationships within the command, commanding officers, in their endorsement, shall provide an assessment of this issue. Upon approval of the member's request by SECNAV, an administrative reversion order will be issued by NAVPERSCOM (PERS-822) directing

(1) termination of member's temporary officer appointment.

(2) that the member

(a) comply with MILPERSMAN 1070-180.

(b) submit a new NAVPERS 1301/1, Officer Preference and Personal Information Card.

(c) complete a new DD 1173, Uniformed Services Identification and Privilege Card.

(d) send NAVPERSCOM (PERS-822) and NAVPERSCOM (PERS-80) a message indicating member's reversion date, new grade, and date of rank (DOR).

b. As the officer is not lost to end-strength, preparation of the DD 214, Certificate of Release or Discharge from Active Duty; NAVCOMPT 3067, Detaching (Departing) Endorsement to Orders (Officer - Enlisted) (OCR); and a Diary Message Reporting System (DMRS) loss entry is not required. Adjustment to Officer Master Files, Promotion History Files, will be coordinated by NAVPERSCOM (PERS-822) and NAVPERSCOM (PERS-80).

c. Temporary officers requesting termination of their temporary officer appointment and retention on active duty in their permanent enlisted grade shall submit their request following the procedure described in "Application Process," above. Upon approval of the member's request by SECNAV, an administrative reversion order will be issued by NAVPERSCOM (PERS-822) which will direct the following to occur on or after the effective date:

(1) Submit DMRS entry using officer loss TAC 99 (per DMRSMAN) and then an Exception Gain (per NAVSO P-3069, Source Data System Procedures Manual (SDSPROMAN) B10206) event on or after the effective date. SDS activities use event No. G26 to show reversion from LDO to enlisted on or after the effective date.

(2) Preparation of the DD 214 is required when reverting from officer status to enlisted status. If member's enlisted contract has expired, send copy of NAVPERS 1070/601, Immediate Reenlistment Contract to NAVPERSCOM (PERS-312).

(3) Submit Class FV Accession Availability Report to NAVPERSCOM (PERS-40G1) per NAVPERS 15909F, Enlisted Transfer Manual, Chapter 20 (holding member in a temporary duty status).

(4) Close out local officer service record per MILPERSMAN 1070-070. Preparation of NAVCOMPT 3067 is not required.

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**5. Requests for Termination of Temporary Appointment and Transfer to Fleet Reserve**

a. Provided that the member has completed 20 years creditable active service (active day-for-day service including constructive service credit earned through 31 December 1977), as defined elsewhere in this Manual, and meets eligibility criteria described below, temporary officers whose permanent status is enlisted may request termination of their temporary appointment and transfer to Fleet Reserve.

b. In some cases it would be of greater financial advantage for a temporary officer to make application for voluntary retirement in the member's temporary grade, provided that the member has completed the required periods of service prescribed in SECNAVINST 1811.3M, rather than request termination of temporary appointment and transfer to Fleet Reserve. Fleet reservists who are former officers are not eligible to apply for recall to active duty.

(1) Temporary officers requesting termination of their temporary appointment and transfer to Fleet Reserve shall submit their request following the procedure described in "Application Process," above and must include as an enclosure to their request a completed NAVPERS 1830/1, Application for Transfer to Fleet Reserve.

(2) Upon approval of the member's request by SECNAV, an administrative reversion and transfer to the Fleet Reserve order will be issued by NAVPERSCOM (PERS-822) with the Authorization to Transfer to the Fleet Reserve and NAVPERS 1070/877, Statement of Service forwarded under separate cover. The administrative reversion and transfer to the Fleet Reserve order will direct the following to occur. Before the effective Fleet Reserve date

(a) submit DMRS entry using officer loss TAC 99 (per DMRSMAN) and then an Exception Gain (per SDSROMAN B10206) event.

(b) SDS activities use event No. G26 to show reversion from temporary LDO to enlisted.

c. Preparation of the DD 214 is required when reverting from officer status to Enlisted status. If member's enlisted contract has expired, send copy of NAVPERS 1070/601 to NAVPERSCOM (PERS-312). Close out local officer Service record per MILPERSMAN 1070-070. Preparation of NAVCOMPT 3067 is not required.

d. On the effective date, transfer member to the Fleet Reserve per MILPERSMAN 1830-040.

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6. **Requests for Termination of Temporary Appointment and Discharge.** Temporary officers whose permanent status is enlisted and who meet the eligibility criteria described below shall request termination of their temporary appointment and discharge by reason of expiration of enlistment. Requests shall be submitted following the procedure described in "Application Process," above.

a. Upon approval of the member's request by SECNAV, NAVPERSCOM (PERS-822) will issue an administrative reversion order.

b. Separation will be effected in member's permanent enlisted grade, as described in MILPERSMAN 1910-104.

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7. **Requests for Termination of Temporary Appointment and Resignation.** Temporary LDOs whose permanent status is enlisted cannot resign. Temporary LDOs whose permanent status is CWO shall request termination of temporary appointment under this article with request for resignation per MILPERSMAN 1920-200 combined into one letter. This request shall be submitted at least 9, but not more than 12, months in advance of the member's desired detachment month.

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8. **Conditions of Approval - Temporary LDO Appointments.** Approval of a member's request for voluntary termination of

their temporary LDO appointment will normally be withheld (unless submitted for reasons of hardship) until the member

a. has completed 3 years of active service as a temporary LDO computed from the date of initial appointment as a temporary LDO; and

b. has satisfied the obligated service requirements described below.

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9. **Obligated Service Requirements**

a. A temporary officer who is requesting voluntary termination of their temporary appointment shall also satisfy the retainability (obligated service) requirements incurred as the result of a cost permanent-change-of-station move as described in MILPERSMAN 1321-010.

b. For the purpose of this article, a temporary officer's current duty station is that officer's present, permanently assigned duty station.

c. If an officer has been issued permanent-change-of-station orders or has been notified (either verbally or in writing) that permanent-change-of-station orders are being issued, and the notification is within 6 months of the officer's projected rotation date, the duty station to which the member is being transferred under permanent-change-of-station orders is considered to be the officer's current duty station.

**NOTE:** The 1st day of the 6th month prior to an officer's projected rotation date is considered to be the commencement date of the 6-month period.

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10. **Hardship**. Requests for termination of temporary appointments by reasons of hardship will be considered from temporary officers who do not meet the criteria described in the preceding paragraphs. Requests of this nature shall include full documentation and meet the general requirements found elsewhere in this Manual for the separation of enlisted personnel on the basis of hardship.

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11. **Withdrawal**

a. Prior to approval of the member's request by SECNAV, a temporary officer may withdraw his or her request for termination of temporary appointment. A letter of withdrawal will be forwarded by endorsement within 10 days of receipt by the parent command. Such a request must be sent to NAVPERSCOM (PERS-822) using the same chain of command as the original request for termination of temporary appointment.

b. Should the member desire to withdraw his or her request after final approval by SECNAV, but before the officer appointment is terminated, the member's commanding officer shall notify NAVPERSCOM (PERS-822) by message; this will allow the termination of temporary appointment processing to be held in abeyance pending a letter submission to SECNAV via NAVPERSCOM using the same chain of command as the original request.

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12. **Expungement**. An officer whose request for withdrawal of request for termination of temporary appointment has been approved by SECNAV, may, upon written request to NAVPERSCOM (PERS-822), have termination of temporary appointment related material expunged from their record. Termination of temporary appointment orders and fitness reports will not be expunged.

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