

## MILPERSMAN 1300-010

### FLAG LEVEL REVIEW CONCERNING PERSONNEL ASSIGNMENT

<b>Responsible Office</b>	NAVPERSCOM (PERS-451)	Phone:	DSN	882-4187
			COM	(901) 874-4187
			FAX	882-2693

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<b>Governing Directive</b>	NAVPERS 15559B, Officer Transfer Manual
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1. **Policy**

a. Officers in command may request a Flag Level review of a member's assignment when normal avenues of appeal have been exhausted.

b. A request for a Flag Level review may be made only by officers in command and only after prior attempts to reach a solution by consulting with the appropriate assignment branch head and division director have been exhausted (see NAVPERS 15559B, article 1.7).

2. **Request Submission.** If resolution cannot be achieved at the division director level, a request for a Flag Level review may be submitted in either message or letter format to Navy Personnel Command (NAVPERSCOM) (PERS-4), with information copies to the chain of command. The minimum information required from the commanding officer requesting the Flag Level review is

- a. the member's name,
- b. social security number,
- c. specific reasons the commanding officer believes the member was unfairly treated,
- d. the results of the command's discussions with the appropriate assignment branch head and division director, and
- e. any additional information considered pertinent.

3. **Responsibility of NAVPERSCOM (PERS-4)**

a. Commands will be informed if the Flag Level review request does not contain all of the necessary information, and the request will be held in abeyance until the command submits the required correspondence. Flag Level reviews will be conducted only when the command supports the individual's case.

b. If a Flag Level review is conducted, the appropriate assignment/placement division will provide detailed input, which will include a chronological chain of events with supporting documentation, via the appropriate division director to NAVPERSCOM (PERS-45).

c. Navy Personnel Command (PERS-45) will investigate the circumstances surrounding the assignment issue and recommend appropriate action to NAVPERSCOM (PERS-4) via the cognizant division director.

d. Navy Personnel Command (PERS-4) will respond to the authority requesting the Flag Level review, providing results of the review. The cognizant division director will be provided a copy of the response, and the case file will be retained by NAVPERSCOM (PERS-45).

## MILPERSMAN 1300-020

### DECLINING ORDERS TO COMMAND

<b>Responsible Office</b>	NAVPERSCOM (PERS-451C)	Phone:	DSN	882-4187
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#### 1. Officer's Responsibility

a. Any officer screened for command who does not desire orders to command shall submit, via his or her detailer, a written request declining command to the Deputy Chief of Naval Personnel (DCNP).

b. Officers declining command shall acknowledge in their written request that, if approved, it will become part of their official service record. Officers declining command may include in their declination request a statement regarding their reasons for doing so, if desired.

c. Officers who have declined orders to command remain eligible for assignment to non-command billets ashore or afloat, in their warfare specialties or subspecialties, subject to the needs of the Navy.

#### 2. Chief of Naval Personnel's Responsibility

a. The Assistant Chief of Naval Personnel for Distribution (PERS-4) will endorse requests declining command and ensure appropriate action to ensure compliance with this article.

b. An approved request to decline command will be made a part of the officer's official service record (Privileged Information/Fiche 5, see MILPERSMAN 1070-020, exhibit 5).

## MILPERSMAN 1300-025

### DECLINING ORDERS TO 1630 COMMANDER SEA DUTY

<b>Responsible Office</b>	NAVPERSCOM (PERS-4411)	Phone:	DSN	882-3993
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#### 1. Officer's Responsibility

a. Any 1630 officer screened for Commander Sea Duty who does not desire orders to Commander Sea Duty shall submit, via the officer's detailer, a statement declining Commander Sea Duty to the Assistant Chief of Navy Personnel Command for Distribution (PERS-4).

b. Officers declining Commander Sea Duty shall acknowledge in their statement that it will become part of their official service record. If desired, a statement of reasons for declining Commander Sea Duty may also be included.

c. Officers who have declined Commander Sea Duty remain eligible for assignment to non-sea duty 1630 billets, subject to the needs of the Navy.

#### 2. Navy Personnel Command (NAVPERSCOM) Responsibility

a. The Director Restricted Line/Staff Corps Officer Distribution and Special Placement Division, NAVPERSCOM (PERS-44) will endorse statements declining 1630 Commander Sea Duty and ensure appropriate action and compliance with this article.

b. The statement, declining 1630 Commander Sea Duty, with official endorsements will be made a part of the officer's official service record (Privileged Information/Fiche 5).

## MILPERSMAN 1300-050

### DETAIL OF OFFICIAL U.S. NAVY BANDS

<b>Responsible Office</b>	NAVPERSCOM (PERS-64)	Phone:	DSN	882-4312
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1. **Definition.** All performances by U.S. Navy Bands must be for official functions. Events meeting the following criteria are deemed official:

- a. To support Navy recruiting.
- b. To support operational commander's community relations initiatives.
- c. No additional expense to the government is incurred.
- d. The use of the Navy Band does not interfere with the customary employment and regular engagement of civilian musicians.

2. **Civilian Performances.** Fleet and Force Commanders, and other officials serving as operational commanders of U.S. Navy Bands, are authorized to detail bands off-base to perform

- a. public shows.
- b. concerts.
- c. patriotic ceremonies and parades.

3. **Command Functions.** Navy Bands may also be detailed off-base to support official command functions when on-base facilities are not available or adequate. These functions include balls and receptions, provided the event is for the morale, welfare and recreation of active duty members and their spouses or guests. Performing for dances, balls and similar entertainment events is limited to active duty military functions only.

## MILPERSMAN 1300-060

### ADMINISTRATION OF NAVAL MEMBERS PERFORMING DUTY WITH THE ARMY, AIR FORCE, OR COAST GUARD

<b>Responsible Office</b>	NAVPERSCOM (PERS-451)	Phone:	DSN	882-4164
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<b>Governing Directives</b>	Joint Publication (JP) 2-0 Uniform Code of Military Justice NAVPERS 15665I, U.S. Navy Uniform Regulations BUPERSINST 1610.10
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#### 1. Guidance

a. This article establishes the procedure for the procurement, accounting, and administration of Navy members performing duty with the Army, Air Force, or Coast Guard.

b. This article does not pertain to administration of naval members assigned to international staffs, joint staffs, joint activities, joint agencies, or joint committees (JP 2-0 pertains).

#### 2. Request Procedures

a. Requests for Navy members to perform duty with the Army, Air Force, or Coast Guard will be addressed to Chief of Naval Operations indicating the billet description, number, grade, length of tour, and special qualifications desired.

b. Upon approval of the request, Chief of Naval Personnel (CHNAVPERS) will be responsible for any additional liaison required in connection with the administration and personnel matters affecting such members. This activity will normally be located in close proximity to the Army, Air Force, or Coast Guard activity and is hereinafter referred to as the administrative commander.

c. When the designated administrative commander is serviced by a Pay/Personnel Administrative Support System (PASS) office, the administrative functions will be assigned as described in MILPERSMAN 1320-140 as circumstances warrant.

3. **Administrative Commander Duties.** The administrative commander is responsible for custody and maintenance of the member's service record, dissemination of Department of the Navy directives and publications, issuing instructions and appropriate forms for required Navy reports, and providing necessary administrative assistance to the Navy member. Personnel accounting responsibilities will be assigned by CHNAVPERS. Changes in the personal status of the Navy member, i.e., marital status, children, address or such other data required to be entered in personnel records will be processed throughout the administrative commander.

4. **Tours of Duty.** The normal tour of duty with the Army or Air Force for Navy members is 24 months inclusive of training. Maximum tour lengths will be 36 months. Tours with the Coast Guard will vary from 18 to 24 months. Exceptions or adjustments to tour lengths will be based on mutual agreement between the participating services. If a tour of duty other than 24 months is desired or if a tour must be shortened, Chief of Naval Personnel will notify the proper Army, Air Force, or Coast Guard authorities sufficiently in advance in order to maintain continuity within the command and to provide orderly planning for a relief. When a billet is no longer required or a change in the billet requirement is desired, the CO of the Army, Air Force, or Coast Guard activity will notify CHNAVPERS of the change a minimum of 6 months in advance of the effective date.

5. **Governing Provisions for Members Performing Duty with the Army, Air Force or Coast Guard.** Navy members will be governed by the following provisions, with concurrence by Departments of the Army, Air Force, and Coast Guard:

a. In general, Army, Air Force, and Coast Guard COs should exercise court-martial jurisdiction over Navy personnel under their command only when the subject individual cannot be delivered to Navy for appropriate disciplinary action without manifest injury to the service or services involved. Accordingly, an Army, Air Force, or Coast Guard CO may initiate appropriate court-martial action to avoid manifest injury; however, in such event, CHNAVPERS and the Army Adjutant General, the Air Force Assistant Deputy Chief of Staff for Military Personnel, or the Commandant of the Coast Guard should be notified of such proposed action before the court-martial is convened. In all other cases, when it is determined that disciplinary action should be taken by court-martial, a request shall be made to have the Navy member concerned relieved from duty with the respective service. Such request, with full

supporting data, should be forwarded to CHNAVPERS via the Army Adjutant General, the Air Force Assistant Deputy Chief of Staff for Military Personnel, or Commandant of the Coast Guard. Commanding officers (COs) must use due diligence to comply with the requirements for speedy trial under Rule for Court-Martial 707.

b. As a matter of policy, nonjudicial punishment under provisions of Article 15, Uniform Code of Military Justice, should not be imposed by a commander of one service upon a member of another service. When it is determined that such action should be taken for a Navy member serving with the Army, Air Force, or Coast Guard, a request shall be made to CHNAVPERS to have the member concerned relieved from duty with the respective service or to have the member concerned ordered to temporary additional duty with the administrative commander or with the geographically nearest Navy commander whose CO is authorized to impose nonjudicial punishment. Such request shall be made to CHNAVPERS via the Army Adjutant General, the Air Force Assistant Deputy Chief of Staff for Military Personnel, or the Commandant of the Coast Guard. The request shall set forth a summary of the circumstances and a recommendation as to whether to retain the individual at the Army, Air Force, or Coast Guard command. When both such transfers are impractical, and the need to discipline the Navy member concerned is deemed urgent, the Army, Air Force, or Coast Guard CO may impose such punishment. Such CO shall, using discretion, determine if such transfers are impractical and whether the need to administer the punishment is urgent; however, when such Article 15 jurisdiction is exercised over a member of the Navy by an Army, Air Force, or Coast Guard CO, a report of the circumstances, including the grounds for the aforementioned determinations, will be made to CHNAVPERS via the Army Adjutant General, the Air Force Assistant Deputy Chief of Staff for Military Personnel, or the Commandant of the Coast Guard as soon as practical.

c. This article does not limit an Army, Air Force, or Coast Guard CO in the use of nonpunitive measures not intended to become part of the permanent record of the Navy member concerned.

## **6. Disposition of Official Correspondence**

a. Official correspondence initiated by Navy members, such as requests for change of duty or schools, shall be sent to CHNAVPERS via the appropriate channels of the Army, Air Force, or Coast Guard. Navy members serving with the Air Force

Training Command shall send such correspondence via Chief of Naval Training. A copy of such correspondence shall be sent to the administrative commander for filing in the member's service record.

b. Granting of leave will be controlled and leave authorization issued by the CO of the Army, Air Force, or Coast Guard activity. All requests for leave will be forwarded by the CO of the Army, Air Force, or Coast Guard activity to the administrative commander to verify the member's leave balance. The administrative commander shall inform the requesting activity by return endorsement, prepare a NAVCOMPT 3065, and send Part 3 to the requesting activity. Upon return of the Navy member from leave, Part 3 of the leave authorization, with the hour and date of departure and return noted, will be sent to the administrative commander.

c. The Navy member will continue to receive pay support from the DFAS Cleveland Center, Navy regional finance centers, and other Navy disbursing officers while performing duty with the Army, Air Force, or Coast Guard. The administrative commander will determine the appropriate finance office for this purpose.

d. Health records of Navy members will be maintained by the medical facility that maintains the health records for members of the Army, Air Force, or Coast Guard activity. When Navy members are hospitalized in Army or Air Force medical facilities, the appropriate service Clinical Record Cover Sheet will be used to record such treatment. Upon completion of hospitalization, the original Clinical Record Cover Sheet will be filed in the Navy member's health record and one copy sent to Chief, Bureau of Medicine and Surgery, Code 481, Navy Department, Washington, D.C. 20372-5120.

e. Navy members shall follow NAVPERS 15665I and wear Navy uniforms appropriate to those prescribed for personnel of the Army, Air Force, or Coast Guard for the local geographical area in which stationed. In combat areas or where the wearing of the Navy uniform would be inappropriate, Navy members may wear appropriate Army, Air Force, or Coast Guard uniforms if provided at no expense to the member. When such clothing is worn, proper Navy insignia shall be worn.

7. **Disposition of Orders.** Upon reporting and detaching, the CO of the Army, Air Force, or Coast Guard activity will send one copy of the Navy member's orders with endorsements to CHNAVPERS

and one copy to the administrative commander. Temporary additional duty orders in connection with Army, Air Force, or Coast Guard matters will be originated and funded by the respective service to which the Navy member is attached. CHNAVPERS will fund and issue orders to Navy members for Navy-sponsored temporary additional duty.

8. **Reports Submitted by COs**. Commanding officers of Army, Air Force, and Coast Guard activities shall submit officer and chief petty officer fitness reports and enlisted evaluation reports on Navy members using NAVPERS 1610/2 and NAVPERS 1616/26 (enlisted E1-E6), per BUPERSINST 1610.10. (Exception: NAVPERS 1611/2 shall be used for fitness reports on flag officers and flag selectees.) Evaluation forms of other services shall not be used. The administrative commander shall ensure that supported activities are aware of reporting requirements and due dates, and shall provide forms, instructions, and advice as necessary.

9. **Service Awards**. Army, Air Force, and Coast Guard COs may determine the eligibility of Navy members for campaign and service awards that have identical Army, Air Force, Coast Guard, and Navy requirements. Recommendations for campaign and service awards peculiar only to the Navy will be submitted to CHNAVPERS. In the case of personal decorations and citations for outstanding heroism or achievement, Army, Air Force, and Coast Guard COs may submit recommendations via official channels to the proper authority.

## MILPERSMAN 1300-070

### ADMINISTRATION OF ARMY AND AIR FORCE MEMBERS PERFORMING DUTY WITH THE NAVY

<b>Responsible Office</b>	NAVPERSCOM (PERS-45J)	Phone:	DSN	882-4217
			COM	(901) 874-4217
			FAX	882-2693

<b>Governing Directive</b>	Manual for Courts-Martial United States, Paragraph 13
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1. **Purpose.** This article provides guidelines for commanding officers (CO) of naval activities in the procurement, accounting, and administration of Army and Air Force members performing duty with the Navy. Nothing in this article is intended to pertain to the administration of Army or Air Force members assigned to

a.	international staffs,
b.	joint staffs,
c.	joint activities,
d.	joint agencies, or
e.	joint committees.

2. **Process.**

a. A CO requiring the services of Army or Air Force members, officer or enlisted, shall submit a request for an allowance to Chief of Naval Operations indicating

(1)	billet description,
(2)	billet number,
(3)	grade,
(4)	branch of service,
(5)	justification for assignment, and
(6)	whether duty will be of a continuing nature.

b. Upon approval of the request, a representative of the Department of the Army or the Department of the Air Force will coordinate the request and issue an allowance within the ceiling allowed by the respective service. Strength accountability for

Army members on duty with the Navy will be maintained by the Army unit to which attached, except for those members accounted for the Adjutant General, Headquarters, Department of the Army.

c. Upon approval of an allowance and when available, the appropriate service will order members to the naval activity for assignment by the CO.

3. **Tour Length.**

a. See table for normal tours of duty with the Navy.

Branch of Service	Minimum	Maximum
Army	18 months	36 months
Air Force	24 months inclusive of training	36 months

b. Adjustments of tour lengths will be based on mutual agreement between the departments of the affected services.

4. **Billet Requirement.** When a billet is no longer required or a change in the billet requirements is desired, the CO of the naval activity shall notify Chief of Naval Personnel (CHNAVPERS) of the changes a minimum of 6 months advance of the incumbent's projected rotation date (PRD). Parent Navy commands will submit DA 872, Requisition for Individual Officer Personnel, 6 to 10 months prior to incumbent's PRD to ensure a replacement officer is identified.

5. **Administrative Policy**

a. Each member of the Army or Air Force assigned to a permanent tour of duty with the Navy will be attached to a parent service unit for administration. This unit, referred to in the Army as the administering agency and in the Air Force as a carrier unit, will be designated in assignment orders by each member's service.

b. Personnel records of officers and enlisted members will be in the custody of and maintained by the administering agency or carrier unit. Changes in personal status of Army or Air Force member, i.e., marital status, children, address or such other data required to be entered in personnel records will be handled through the administering agency or carrier unit.

6. **Correspondence**

a. Correspondence initiated by Army or Air Force members will be forwarded, via the CO of the naval activity, to the designated agency or carrier unit which will take action or endorse the correspondence to the respective department for further action (requests for change of duty, schools, promotions, etc.).

b. Correspondence concerning relief of members and other matters requiring action on departmental level will be sent to CHNAVPERS for action.

c. Copies of all official correspondence will be forwarded to the administering agency or carrier unit. Information which would normally be brought to the attention of all Army or Air Force members, i.e., copies of publications, regulations, and required blank forms, will be provided by the administering agency or carrier unit to the naval activity as necessary for dissemination to and administration of Army and Air Force members.

7. **Leave Authorization**. Granting of leave will be controlled and the leave authorization issued by the CO of the naval activity. All requests for leave for Army members will be forwarded by the CO of the naval activity to the administering agency for a check of the member's record to determine if sufficient leave credits permit taking leave. The administering agency will inform the CO of the naval activity by return endorsement. Upon return of the member from leave, the original leave authorization, with the hour and date of departure and return noted, shall be sent to the administering agency.

8. **Pay Support**

a. Army members will continue to receive pay support from an Army Finance and Accounting Officer while performing duty with the Navy. The administering agency will determine the appropriate finance office for this purpose.

b. Pay records for Air Force members shall be maintained by the carrier unit or the Air Force Accounting and Finance Officer designated in the AMPS Directory of Servicing AFO's, AFP 177-1.

9. Medical Care

a. Health records of Army and Air Force members will be maintained by the medical facility which maintains the health records for members of the naval activity.

b. The Air Force carrier unit will notify Air Force members when physical examinations are required. These examinations shall be conducted by a medical officer of any branch of the Armed Forces and shall be recorded on SF 88, Report of Medical Examination. Two copies of this report shall be forwarded to the carrier unit.

10. Clothing and Equipment for Army Members. Enlisted Army members will receive necessary clothing and equipment, or replacement thereof, through a system to be arranged by the CO of the naval activity, the administering agency, and the senior Army officer performing duty with the Navy command.

11. Discipline. Army and Air Force members performing duty with the Navy will be governed by the following provisions, concurred in by the Departments of the Army and Air Force:

a. In general, jurisdiction by a Navy CO over personnel of the Army or Air Force should be exercised **only** when the accused cannot be delivered to the Army or Air Force without manifest injury to either service (see Manual for Courts-Martial, United States, 1969, (revised edition), paragraph 13). Accordingly, a Navy CO may initiate appropriate court-martial action to avoid manifest injury to either service.

(1) No such court-martial shall be convened for a member of the Army or Air Force, however, without prior notification of CHNAVPERS.

(2) In all other cases, when it is determined that disciplinary action should be taken by court-martial, a request shall be made to the Department of the Army or the Department of the Air Force via CHNAVPERS to have the member concerned relieved from duty with the Navy. Such requests should contain full supporting data.

b. As a matter of policy, nonjudicial punishment under the provisions of Article 15, Uniform Code of Military Justice should not be imposed by a commander of one service upon a member of another service. When it is determined that

nonjudicial punishment should be administered, a request shall be made to the Department of the Army or the Department of the Air Force via CHNAVPERS to have the member concerned relieved from duty with the Navy or ordered to temporary additional duty (TAD) with the administering agency or carrier unit or with the nearest Army or Air Force command whose CO is authorized to impose nonjudicial punishment.

(1) When both such transfers are impractical, and the need to discipline the Army or Air Force member concerned is deemed urgent, nonjudicial punishment may be imposed by the appropriate Navy CO who shall, in their discretion, determine when the required impracticality of transfer and urgency of discipline exist.

(2) A report of these determinations, the reasons therefor, and the circumstances surrounding the punishment shall be made to the Department of the Army or the Department of the Air Force via CHNAVPERS as soon as practical.

**NOTE:** This article does not limit a Navy CO in the use of non-punitive measures which a CO is authorized to use to further the efficiency of the command, such as exhortations, disapprovals, criticisms, or oral admonitions or reprimands not intended to become part of the permanent record of the member concerned.

12. **Temporary Additional Duty (TAD)**. Upon reporting and detachment of an Army or Air Force member, the CO of the naval activity shall send one copy of the member's orders with endorsements to CHNAVPERS and one copy to the administering agency or carrier unit. TAD orders in connection with Navy matters will be originated and funded by the CO of the naval activity to which Army or Air Force members are attached. The Department of the Army or the Department of the Air Force shall fund and issue orders to Army or Air Force members for Army or Air Force sponsored TAD.

13. **Efficiency Report for Army Personnel**

a. The administering agency will request the CO of the naval activity to submit on the annual report date, an efficiency report, using DA 67-8, U.S. Army Officer Evaluation Report and Army Regulation 623-105, for each Army officer assigned. Where appropriate, the naval officer exercising immediate supervision of the daily performance of the officer being rated should complete the form as the "rater." The

"endorser's" portion of the form will normally be completed by the immediate superior of the rating officer. See table for following steps.

Step	Action
1	The completed form will be sent to the administering agency for completion of Part III and final delivery to the Department of the Army.
2	In cases where the endorser has no knowledge of the performance of duty of the rated officer, the printed statement in Part XI will be checked, the reason for not evaluating the officer entered, and Part IIIs completed and signed by the endorser.
3	All other items for completion by the endorsing officer will be left blank.
4	The endorser will send the report to the reviewing officer for completion of Part IIIc, except when the endorser is a flag officer, in which case, Part IIIc need not be completed.
5	In the event there is no immediate superior to the rating officer, the rating officer will include in Part XI a brief statement of explanation.
6	The report will then be sent to the administering agency for appropriate administrative processing.

b. Efficiency reports for other than annual periods (detachment of the reporting senior, detachment of the officer, and other cases as prescribed in Army Regulation 623-105) will be initiated by the CO of the naval activity and sent to the administering agency in the same manner as described above. The distribution of DA 67-8 and Army Regulation 623-105 to the appropriate naval activity will be the responsibility of the administering agency.

c. The administering agency will request the CO of the naval activity to submit, on dates required, an enlisted efficiency report, using DA 2166-7, Enlisted Evaluation Report; DA 2166-7-1, Enlisted Evaluation Counseling Report; and Army Regulations 623-205, for each Army enlisted member assigned. Such reports shall be initially prepared by:

(1) a member who has supervised the Army member for a minimum period of 30 calendar days, and

(2) who is pay grade E-6 or above and at least one pay grade higher than the Army member.

d. Each report shall be reviewed by a warrant or commissioned officer in the direct line of supervision and sent to the administering agency for processing. Distribution of the DA 2166-7 and Army Regulation 623-205 to the naval activity is the responsibility of the administering agency.

14. **Performance Report for Air Force Personnel**

a. It is the responsibility of the Air Force carrier unit to request the CO of the naval activity to complete an AF 707B, Company Grade Officer Performance Report, for company grade officers, or AF 707A, Field Grade Officer Report, for field grade officers, at the appropriate times for each Air Force officer assigned.

b. The instructions for preparing the report will be furnished by the carrier unit. The effectiveness report should be originated by the immediate supervisor of the Air Force officer, endorsed by the immediate supervisor of the preparing official, and forwarded to the carrier unit.

15. **Receipt of Naval Awards**

a. Recommendations for Army members to receive Navy awards for heroism or meritorious service/achievement shall be sent to

Adjutant  
Department of the Army  
Attn: ACPB-AB  
Washington, D.C. 20310

for concurrence prior to approval. Eligibility of Army members for service awards, campaign medals, and qualification or special skill badges, applicable to all services or peculiar only to the Department of the Army, will be determined by the administering agency. Navy service awards and qualification or special skill badges may be awarded to Army members without referral to the Department of the Army.

b. Commanding officers of naval activities may present awards or letters of commendation to Air Force members attached to their command as prescribed by Navy directives.

c. One copy of the announcement of such an award shall be sent to the administering agency or carrier unit for inclusion in the member's record.

16. **Expiration of Enlistment for Army Personnel**

a. The administering agency will notify the CO of the naval activity 3 months in advance of the expiration of enlistment for Army enlisted members assigned. The CO of the naval activity will send this information to CHNAVPERS indicating the desires of the member as to

- (1) reenlistment for other duty,
- (2) separation, or
- (3) reenlistment for the same duty.

b. In the case of reenlistment for the same duty, the recommendation of the CO of the naval activity will also be included.

17. **Personnel Casualty Report**. The administering agency or carrier unit shall be included as an information addressee on any personally casualty report message concerning an Army or Air Force member performing duty with the Navy and submitted per MILPERSMAN 1770-110.

## MILPERSMAN 1300-080

### INTERSERVICE TRANSFER OF AN OFFICER,

### PART 1: TRANSFERS OUT OF THE NAVY

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<b>Responsible Office</b>	NAVPERSCOM (PERS-834)	Phone:	DSN	882-3197
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<b>Governing Directives</b>	10 USC 624, 651, and 716 DOD Directive 1300.4 NAVSO P-6048, DOD Military Pay and Allowance Entitlements Manual DOD Directive 1312.3
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#### 1. Policy

a. Under 10 USC 716, the President may, within authorized strengths, transfer any commissioned officer with the officer's consent from the Navy, Army, Air Force, Marine Corps, Coast Guard, National Oceanic and Atmospheric Administration (NOAA), or Public Health Service (PHS) and appoint the officer in any of the other Uniformed Services. Except for Reserve officers on inactive duty, the interservice transfers are approved by the Secretaries concerned, or a designated representative, for the President.

b. In the case of inactive duty officer, the Commanding Officer, Naval Reserve Personnel Center (NAVRESPERS-CEN) (N221) is designated approval authority.

c. The transfer must be within authorized strength limitations of the gaining Uniformed Service and must be mutually agreed upon by the two departments concerned that the transfer is in the best interests of the national defense. Interservice transfers will be disapproved if either the gaining or losing department does not concur.

2. **Conditions of Transfer.** Implementing regulations state:

a. Transfers are normally made only between equivalent services, that is, Reserve to Reserve and Regular to Regular. (The NOAA commissioned corps does not have a Reserve component.)

b. The opportunity for interservice transfer is offered to those officers who are especially qualified to contribute to the success of another Uniformed Service without interruption to their service careers. While the authority for interservice transfers is used primarily in the technical fields, to permit the fullest possible use of individuals with critical or unusual skills, it is not restricted to technical specialists.

c. Release of a commissioned officer for an interservice transfer under DOD Directive 1300.4 does not constitute a release from or fulfillment of the Uniformed Service obligation established by 10 USC 651; however, additional service performed after transfers is counted toward fulfillment of the service obligation.

d. Upon transfer, the officer is credited with the total amount of service accrued as of the date before the transfer.

e. No transfer is made without the request or written consent of the officer concerned.

f. If a commissioned officer transferring between two of the military services is on a promotion list to the next higher grade under 10 USC 624, the Secretary of the military department concerned will integrate the officer into the promotion list of the gaining military service based on the officer's date of rank in their current grade in the losing military service.

g. Except for commissioned officers in the PHS and officers previously awarded constructive service credit, a commissioned officer on extended active duty will continue to hold the same grade and date of rank held in the losing Uniformed Service.

3. **Basis for Denial.** Interservice transfers are considered on a case-by-case basis and may be denied if the officer

a. has not completed all obligated service prescribed in the officer program through which accessed and which was incurred by the officer in consideration for being tendered an initial appointment.

b. has not completed all obligated service for funded education programs including Naval Academy, NROTC, Armed Forces Health Professions Scholarship, Uniformed Services University of Health Sciences, and equivalent funded education programs.

c. has not completed obligated service incurred for advanced education or technical training requiring additional obligated service including postgraduate education, service school or college, law school, medical residency, flight training, naval flight officer training, and equivalent education programs.

d. has not completed obligated service incurred for transfer to the Regular Navy, lateral transfer between competitive categories or designators, entering a program, or receiving an incentive pay, continuation pay, or bonus.

e. is serving in a competitive category, designator, or other authorized officer classification in which the Navy Personnel Command (NAVPERSCOM) determines that significant personnel shortages result in compelling necessity for retention.

f. is serving in designators 210X, 220X, 230X, or 290X and seeks transfer to the Marine Corps or Coast Guard since those services do not have an equivalent medical service.

g. has been officially notified of PCS orders (telephone call, telegram, postcard, letter or receipt of orders) or has executed PCS orders and has not served the required period of time at the new duty station as prescribed in MILPERSMAN 1920-200.

h. is a Naval Reserve officer on active duty who has been issued Release From Active Duty (RAD) orders, unless

the interservice transfer request is received by NAVPERSCOM (PERS-834F) at least 6 months in advance of the scheduled release date.

i. is a Naval Reserve officer on active duty who has attrited from a Navy training program and does not have prior service in the gaining service.

j. has failed selection for promotion to the next highest grade before submitting a request for transfer to another Uniformed Service.

k. has been notified of mandatory retirement for any reason.

l. has applied for transfer to the gaining service within the last year.

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#### 4. Application Process

a. Regular officers, and Reserve officers on extended active duty, desiring transfer to another Uniformed Service must submit applications in letter form at least 6 months but not more than 9 months in advance of the desired detachment month. This lead time is necessary to provide for a contact relief, minimize gapping of the billet, or to process requests from the time of receipt until favorable endorsement by the Secretary of the Navy (SECNAV) and forwarding of the request to the gaining service. Requests will be addressed to SECNAV via the commanding officer, and NAVPERSCOM (PERS-834F), with copy to (not via) each level of the administrative chain of command through the Fleet commander (PAC or LANT) of the unit to which the officer is assigned.

b. A Reserve officer on inactive duty desiring transfer to another service component must have that gaining service submit a DD 368 to the Commanding Officer, NAVRESPERSCEN (N221).

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5. **Commanding Officer's Responsibility.** The commanding officer must follow the steps listed below:

Step	Action
1	Forward the request within 10 days.
2	Certify that the information provided in the officer's interservice transfer letter is correct.
3	Indicate in the forwarding endorsement whether the transfer would, in his opinion, be in the best interest of the national defense.

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6. **Request Initiated by the Gaining Service.** Requests may be initiated by the gaining service. These requests should be submitted through the Secretary of the gaining department and NAVPERSCOM (PERS-834F) to SECNAV. The request must be accompanied by a consent to the transfer from the naval officer concerned. The request should include sufficient justification to show that the transfer is in the best interest of the national defense and the officer.

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7. **Personal Data.** The personal data contained in the requests is used by appropriate authorities to evaluate the proposed transfer. The disclosure of this information is voluntary; however, failure to provide sufficient justification may result in the disapproval of the request or extensive delays in processing.

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8. **Active Duty Transfer Request Contents.** Requests should include the following information:

- a. Applicant's last, first, and middle name.
- b. Social Security Number, designator, corps (if any).
- c. Grade, date of rank, frocked rank.
- d. Branch of service.
- e. Command to which presently assigned.

- f. Total active Federal commissioned service.
- g. Summary of any previous interservice transfers.
- h. Date and place of birth.
- i. Citizenship and how acquired.
- j. Summary of military duties performed.
- k. A complete statement of professional or technical qualifications and educational background.
- l. Reason for requesting transfer.
- m. Home address.
- n. Daytime telephone number, DSN and commercial, if available.
- o. Contingent resignation, including the following statement:  
  
"I hereby tender my resignation from the (U.S. Navy, U.S. Naval Reserve) and request that it be accepted contingent upon final approval of my application for transfer to the (specify service) and effective as of the day preceding my acceptance of an appointment in the (specify service)."
- p. Scheduled release from active duty (RAD) date (if any).

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9. **Request Enclosure**. Requests must have the following information attached to the application as enclosures:

- a. Current SF 88, Report of Medical Examination; original and one copy. If requesting transfer for aviation programs, include the following information on SF 88: Block 60-refraction, Block 62- prism diversion, buttock-leg length and sitting height.
- b. A copy of chest X-ray and EKG.

c. Current SF 93, Report of Medical History; original and one copy.

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10. **Closeout of Navy Records**

a. Upon final approval of an interservice transfer from the Navy, the termination of the Navy commission and subsequent reappointment in the gaining Uniformed Service is completed without interruption of the continuity of the officer's total service. Officers so transferred are credited with the total amount of unused leave and service accrued as of the date before the transfer. The gaining service forwards the applicant's initial appointment and the first duty orders to NAVPERSCOM (PERS-834F). These documents are then forwarded to the applicants as enclosures to the NAVPERSCOM orders accepting the officer's resignation from the Navy and are executed the day following separation from the Navy.

b. Navy records are closed out as follows:

(1) The original health (medical and dental) and original service record are closed and forwarded under letter of transmittal to NAVPERSCOM (PERS-834F). The mailing envelope is marked "DO NOT OPEN IN MAIL ROOM - INTERSERVICE TRANSFER." Copy 7 of the DD 214, Certificate of Release or Discharge from Active Duty, is inserted in the health record. A copy of the health record is reproduced and given to the member for delivery to the gaining service.

(2) Under the NAVSO P-6048, DOD Military Pay and Allowance Entitlements Manual, accrued leave is not payable in the case of an officer executing an interservice transfer. The number of days of accrued leave is noted in the remarks section of the DD 214, Certificate of Release or Discharge from Active Duty, to assist the gaining service in accurately crediting the officer's leave account.

(3) Separation orders are endorsed as required.

(4) Pay records and pay allowance entitlements are processed and computed under the instructions contained in pay directives and Navy Travel Instruction. A possibility

exists that an officer's allotment payments may be interrupted during the transfer process. The transferring officer should ensure that direct payments are made for insurance premiums for any period, which may elapse, between the date Navy allotments are stopped and the date allotments are started by the gaining service.

(5) If the applicant desires to withdraw an interservice transfer before accepting the commission in the gaining service, the commanding officer must inform NAVPERSCOM (PERS-834F) by message upon receipt of the withdrawal request and forward the written request with endorsement within 10 days. The gaining service is notified by NAVPERSCOM (PERS-834F). Upon receipt of the original request from the gaining service, NAVPERSCOM (PERS-834F) will return all correspondence to the officer.

(6) For inactive duty officer, the order issuing authority will terminate any drilling reservist, and forward Medical and Personnel files to NAVRESPERSCEN (N3). NAVRESPERSCEN (N221) will complete the discharge and NAVRESPERSCEN (N3) will close out the member's record for archiving at National Personnel Records Center (NPRC).

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11. **Rank and Status**. The following conditions apply to officers who have transferred out of the Navy:

a. A Regular Naval officer transferred out of the Navy under this article, except for physician, dentist, nurse, or Medical Service Corps officer, continues to hold the same rank and date of rank as that held in the Navy the day before the transfer. The officer is placed on the active duty list of the gaining Uniformed Service under regulations of the gaining Uniformed Service.

b. A Reserve Naval officer on active duty or inactive duty, except for a physician, dentist, nurse, or Medical Service Corps officer, transferred out of the Navy under this map is awarded a permanent Reserve grade and the date of rank as determined by applying the amount of service accrued in the Navy to the appointment laws then in effect for the gaining Uniformed Service. The officer is placed on the active duty list following regulations of the gaining service.

c. In the case of a physician, dentist, nurse, or Medical Service Corps officer, Federal service already and retirement as if served in the gaining service according to the law governing promotion, seniority, and retirement in that service.

d. A commissioned officer awarded constructive service credit who does not transfer to the same or a comparable professional category loses any constructive service credit granted per DOD Directive 1312.3. The officer must be renominated by the President and confirmed by the Senate in an appropriate grade commensurate with total active commissioned service. No commissioned officer is transferred from one Uniformed Service and appointed to another with a precedence or relative rank higher than held on the day before such transfer (10 USC 716).

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**INTERSERVICE TRANSFER OF AN OFFICER,**  
**PART 2: TRANSFERS INTO THE NAVY**

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<b>Responsible Office</b>	NAVPERSCOM (PERS-801G)	Phone:	DSN	882-3171
			COM	(901)874-3171
			FAX	882-2620

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<b>Governing Directives</b>	10 USC 716 SECNAVINST 1000.7D DOD Directive 1300.4  In addition, applications are subject to the relevant directives of the respective services. These are:
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<b>Other Services' Governing Directives</b>	Army	U.S. Army Regulation 614-120
	Air Force	U.S. Air Force Regulation 35-39
	Marine Corps	P1100.73, U.S. Marine Corps Order
	Coast Guard	Article 12A3, U.S. Coast Guard Personnel Manual (CG)
	NOAA	Section 43, Chapter 56, NOAA Directive Manual
	Public Health Service	DOD Directive 1300.4 of 2 April 1984

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1. **Policy**

a. Under 10 USC 716, the President may, within authorized strengths, transfer any commissioned officer with the officer's consent from the Navy, Army, Air Force, Marine Corps, Coast Guard, National Oceanic and Atmospheric Administration (NOAA), or Public Health Service (PHS) and appoint the officer in any of the other Uniformed Services. Except for Reserve officers on inactive duty, the interservice transfers are approved by the Secretaries

concerned, or a designated representative, for the President.

b. The transfer must be within authorized strength limitations of the gaining Uniformed Service and must be mutually agreed upon by the two departments concerned that the transfer is in the best interests of the national defense. Interservice transfers will be disapproved if either the gaining or losing department does not concur.

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2. **Request from Officers on Active Duty.** Requests for interservice transfer into the Navy made by officers on active-duty lists of another Uniformed Service or by a naval activity on behalf of an officer on the active-duty list of another Uniformed Service are discussed in this article. Applications must arrive no later than 9 months in advance of the requested transfer date.

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3. **Active Duty Application Contents.** Applications must contain the information and comply with the format prescribed by the parent Uniformed Service. Additionally, the following information and documents must be included:

- a. Conditional release from parent service.
- b. Statement that the officer concerned has neither failed selection for promotion in the present grade nor had his or her name removed from a promotion list.
- c. Source of original commission.
- d. Current SF 88, Report of Medical Examination, original and one copy.
- e. Current SF 93, Report of Medical History, original and one copy.
- f. Resume of flying experience, when applicable, including date member entered training for original aeronautical rating, rating held and date it was awarded, total flying time, and total jet time.
- g. A verified statement of service.

h. One of the statements of understanding shown in the blocks below.

i. A microfiche copy of the officer's master personnel record.

4. **Approval Process.** The parent service should send applications to the Secretary of the Navy, Washington, DC 20350, who will forward them to NAVPERSCOM (PERS-801G) for review and evaluation.

IF . . .	THEN . . .
NAVPERSCOM recommends disapproval	The application will be sent to SECNAV with a proposal memorandum returning the application, disapproved, to NAVPERSCOM, who will notify the parent service and officer concerned.
NAVPERSCOM recommends approval	The application will be sent to SECNAV for approval.  If SECNAV disapproves, he will return it to NAVPERSCOM for return to the parent service.
The transfer is acceptable to both the parent and gaining services	NAVPERSCOM will prepare active duty orders, obtain appointment documents from NAVPERSCOM (PERS-803), and coordinate the transfer with the parent service.
If an officer enters on active duty and is subject to placement on the active-duty list	NAVPERSCOM may, with the officer's consent or at their request, at any time prior to the convening of the selection board to consider their case, defer the officer's eligibility for consideration in zone or above zone for promotion by any active-duty promotion selection board for up to 1 year from the date the officer enters on active duty.

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5. **Requests for a Specific Officer.** Requests from Navy activities for a specific officer will be sent to Navy Personnel Command, 5720 Integrity Drive, Millington, TN 38055-8010 (Attn: PERS-801G). Requests must be fully justified, showing that the transfer is in the best interest of the Navy, and include a statement, signed by the officer concerned, consenting to the transfer.

IF . . .	THEN . . .
NAVPERSCOM recommends disapproval	The application will be sent to SECNAV with a proposed memorandum returning the application, disapproved, to NAVPERSCOM, who will notify the parent service and the naval activity concerned.
NAVPERSCOM recommends approval	The application will be sent to SECNAV with a proposed memorandum for the parent service for action.  If SECNAV disapproves, the Secretary will return the application to NAVPERSCOM for return to the naval activity.

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6. **Statement of Understanding for Regular Officers.**

Regular officers must read and sign the following Statement of Understanding:

"I understand that if my request is approved, I will be required to serve at least 4 years of active service in the regular component and retain my commission for a minimum of 8 years at the option of the service. I understand my active duty obligation and permanent grade and date of rank will be that assigned to me by the Navy Personnel Command upon appointment. I understand that if this transfer is for flight training, I will incur 5 years minimum required service upon successful completion of training. I further understand that, as an officer in the Regular Navy, I may be assigned to a government-sponsored training program or directed on permanent change of station (PCS) orders to meet the needs of the service. If I am required to undergo such training or PCS, I understand this additional active

service may be served concurrently with the initial period of minimum required service."

(signature of officer)

(typed name, grade)

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7. **Statement of Understanding for Reserve Officers on Active Duty.** Reserve officers must read and sign the following Statement of Understanding:

"I understand that if my request for transfer is approved, I will be ordered into active military service with the U.S. Navy in a Reserve status and will be ordered to serve at least 3 years of active duty and retain my commission for a minimum of 8 years before separation at the option of the service. I understand that my active duty obligation and permanent grade and date of rank will be that assigned to me by the Chief of Naval Personnel upon appointment. I understand that if this transfer is for flight training, I will incur 5 years minimum required service upon successful completion of training. I further understand that as a Reserve officer on extended active duty, I may be assigned to a government-sponsored training program or directed on permanent change of station (PCS) orders to meet the Navy's needs. If I am required to undergo such training or PCS, I understand this additional active service may be served concurrently with the initial period of minimum required service."

(signature of officer)

(typed name, grade)

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8. **Applications from Officers on Inactive Duty**

a. Application may be made by an officer on inactive duty in a Reserve or Guard Component of another service for transfer into the Naval Reserve or by a naval activity on behalf of an officer of another service. Officers on inactive duty will normally be transferred in the grade held in their parent service on the day before transfer. An officer may be transferred in a lower permanent grade to appropriately reflect training and experience, using as guidelines the career development guidelines for the designator as established by the Chief of Naval Operations.

b. The officer should initiate the application with the nearest Naval Reserve Recruiting Command Detachment.

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9. **Inactive-Duty Application Contents.** Requests are subject to the appropriate directives of the respective service. At a minimum, the following information must be included:

- a. Applicant's last, first, and middle name.
- b. Social Security Number (SSN), service number (if applicable), and designator, or Military Occupation Specialist (MOS).
- c. Grade, date of rank, and military specialty.
- d. Branch of service and component.
- e. Organization to which presently assigned.
- f. Total Federal commissioned service, active and Reserve.
- g. Summary of any previous interservice transfers.
- h. Date and place of birth.
- i. Citizenship and how acquired.
- j. Summary of military duties performed.
- k. Brief statement of educational credentials and military and civilian professional or technical qualifications.
- l. Reason for requesting transfer.
- m. Contingent resignation, including the following statement:

"I hereby tender my resignation from the (specify component) and request that it be accepted upon final approval of my application for transfer to the (specify component), and be effective as of the day before the date

of my acceptance of the appointment in the (specify component)."

- n. NAVCRUIT 1131/9, Summary Sheet.
  - o. DD 398-2, Personnel Security Questionnaire (National Agency Checklist).
  - p. FD 258, Fingerprint Card.
  - q. DD 398, Security Questionnaire (BI/SBI).
  - r. NAVCRUIT 1100/13, Interviewer's Appraisal Sheet (two).
  - s. DD 214, Certificate of Release or Discharge from Active Duty.
  - t. SF 93, Report of Medical History (original and one copy).
  - u. Current SF 88, Report of Medical Examination (original and one copy). If requesting transfer for aviation programs, include an up-to-date flight physical examination. In aviation physicals, the following information must be included on SF 88: Block 60-refraction, Block 62-prism diversion, and buttock-leg length and sitting height.
  - v. A copy of chest X-ray and EKG.
  - w. An endorsement from the Reserve command with an available billet.
  - x. Conditional release from parent service if applicant has a remaining military service obligation.
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10. **Where to Send Applications**

a. The parent service should send applications from individual officers to Navy Personnel Command, (PERS 911) 5720 Integrity Drive, Millington, TN 38055-9110.

b. Requests from Navy activities for a specific officer must be in the above form and sent to the same address.

c. Requests must be justified, showing that the transfer is in the best interest of the Naval Reserve and must include a statement, signed by the officer concerned, consenting to the transfer.

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11. **Approval Process.** Navy Personnel Command will review and evaluate the application under this map.

<b>IF . . .</b>	<b>THEN . . .</b>
NAVPERSCOM disapproves the application	He will notify the applicant and parent service by letter and file the application without further action.
NAVPERSCOM approves the application	The officer will be transferred. NAVPERSCOM will obtain appropriate appointment documents from PERS 803 and coordinate the transfer with the parent service.
NAVPERSCOM desires a waiver of provisions of this article	The application will be sent to SECNAV with supporting justification, and proceed according to either of the previous two steps, based on the Secretary's decision.

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12. **Interservice Transfer of Inactive Duty Reserve Aviators and Flight Officers.** Additional guidelines for interservice transfer of inactive duty Reserve aviators and flight officers is contained in BUPERSINST 1001.41. These officers must obtain endorsements from Reserve Force Squadron (RESFORON)/ Master Augment Unit (MAU)/Selected

Augment Unit (SAU commanding officer, local area commander for Air, Wing Commander, and Commander, Naval Reserve Force. RESFORON/MAU/SAU commanding officers must identify a flying billet to which the officer will be assigned and must outline a specific training plan.

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## MILPERSMAN 1300-090

### PERMANENT CHANGE OF STATION (PCS) ENTITLEMENT POLICY - OVERVIEW

<b>Responsible Office</b>	CNO (N13)	Phone:	DSN	225-3322
			COM	(703) 695-3322
			FAX	225-3311

<b>Governing Directives</b>	Joint Federal Travel Regulations (JFTR), Volume I NAVPERS 15559B, Officer Transfer Manual NAVPERS 15909G, Enlisted Transfer Manual
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1. **Purpose.** The purpose of this article is to provide general and specific policies for use by commanders, supervisors, personnel and finance specialists, and servicemembers in determining the entitlements that accrue to servicemembers incident to PCS.

2. **In This Article.** This article contains the following titles related to important aspects of the PCS entitlement policy:

Title	See MILPERSMAN
General and Specific Policies	1300-100
Determining Effective Date of PCS Orders	1300-110
Issuing Change of Home Port Certificates	1300-120
General Reimbursement Rules for POC Travel	1300-130
Policies for Unique Categories of Travel/Relocation Entitlements	1300-140

## MILPERSMAN 1300-100

### PERMANENT CHANGE OF STATION (PCS) ENTITLEMENT POLICY - GENERAL AND SPECIFIC POLICIES

<b>Responsible Office</b>	CNO (N13)	Phone:	DSN	225-3322
			COM	(703) 695-3322
			FAX	225-3311

<b>Governing Directives</b>	Joint Federal Travel Regulations (JFTR) Chapter 5 Volume I, Appendix A Paragraph U5355-B1 Paragraph U5630 Paragraph U5355-B NAVPERS 15560C, Naval Military Personnel Manual NAVPERS 15559B, Officer Transfer Manual, Chapter 2 NAVPERS 15909G, Enlisted Transfer Manual, Chapter 23
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1. **General Policy.** Servicemembers, who are ordered to make a permanent change of station (PCS) move, are entitled to personal travel and transportation allowances under JFTR, Chapter 5.

a. No command will deny any of the travel and transportation allowances or entitlements associated with PCS movement of a servicemember from one permanent duty station (PDS) to another.

b. PCS and PDS are defined in JFTR, Volume I, Appendix A.

c. Issuance of a PCS order does not, in and of itself, carry travel and transportation entitlements. The orders must be read to determine if there is, in fact, a change of permanent station and not just a change of activity.

2. **Definition of "In Proximity."** PDSs are "in proximity" to each other when they are both in an area ordinarily serviced by the same local transportation system, and servicemembers could reasonably commute daily from home to either PDS. An example follows.

3. **Example**. A servicemember receives PCS orders to detach from the Navy Yard, Washington D.C. and to report to a place located 3 miles outside the Washington, D.C. corporate limits.

a. The servicemember could commute daily to the new PDS from the same residence occupied while assigned to the old PDS (Washington, D.C.).

b. There is no entitlement to movement of HHG, the servicemember is not entitled to personal travel and transportation allowances incident to the transfer. No travel time is provided, VHA is not stopped.

c. If the servicemember relocates the household, there would still be no PCS entitlements, other than personal travel and transportation allowances of the servicemember, unless

(1) the gaining commanding officer issues a statement that the relocation was necessary as a direct result of the PCS, and

(2) appropriate accounting data is provided by Chief of Naval Personnel (CHNAVPERS) (PERS-4).

4. **Rules for PCS Entitlements.** Use the rules in the table below to determine what PCS entitlement actions are appropriate for a number of specific PCS situations:

WHEN...	AND...	THEN...	THEN SEE ...
a member is transferring between two non-shipboard activities/UICs and/or units located at the same PDS location in the 48 contiguous United States and the District of Columbia (CONUS),		the member is not making a change of permanent station, and no PCS entitlements will be provided. Entitlements remaining from PCS moves will be provided.	
the member's household relocation is mission essential and in the best interest of the Government,		a local move of household goods (HHG) may be authorized by the commanding officer by issuing a statement that such a local move is necessary as a direct result of the transfer.	JFTR, paragraph U5355-B1.
dealing with the Dislocation Allowance (DLA),		PCS includes relocation of a household due to military necessity or Government convenience within the corporate limits of the same city or town in connection with a transfer between activities.	MILPERSMAN 7220-220 and JFTR, paragraph U5630.
a member transfers between two non-shipboard activities or units in proximity to each other but not at the same PDS,		the member is not entitled to personal travel and transportation allowances, and is not automatically entitled to HHG shipment, dependent travel and transportation, or DLA.	JFTR, paragraph U5100.

WHEN...	AND...	THEN...	THEN SEE ...
the gaining commanding officer does not issue a statement that HHG shipment is mission essential and in the best interest of the Government,	appropriate accounting data is not provided by CHNAVPERS (PERS-4) in the PCS order,	shipment of HHG is not authorized in connection with a PCS between PDSSs in proximity to each other.	
the PCS order does not have the appropriate accounting data,		a request for a modification to the PCS order must be submitted to NAVPERSCOM (PERS-4), prior to executing the orders, to obtain the accounting data.	order modification request procedures.
PCS orders are issued between ships in the same home port or between a ship and a shore activity in the vicinity of the same home port,		they may be issued without accounting data for HHG shipment or dependent travel and transportation.	
a household relocation is to occur, including local moves,	accounting data was not issued in the PCS order,	a request for a modification to the PCS order to include appropriate accounting data must be sent to CHNAVPERS (PERS-4) prior to executing the orders.	NAVPERS 15559B, Chapter 2, or NAVPERS 15909G, Chapter 23, for order modification request procedures.

## MILPERSMAN 1300-110

### PERMANENT CHANGE OF STATION (PCS) ENTITLEMENT POLICY - DETERMINING EFFECTIVE DATE OF PCS ORDERS

<b>Responsible Office</b>	CNO (N13)	Phone:	DSN	225-3322
			COM	(703) 695-3322
			FAX	225-3311

<b>Governing Directives</b>	Joint Federal Travel Regulations (JFTR) Volume 1, Appendix A Volume 1, Chapter 6 Paragraphs U2140-A, U5203-A, U5222-D, U5240, and U5240-H
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1. **Introduction.** The effective date of PCS orders is important for determining entitlements for transportation of dependents and shipment of Household Goods (HHG).

a. The basic definition of the effective date of PCS orders is contained in JFTR, Volume 1, Appendix A.

b. For orders amended, modified, canceled, or revoked, the effective date will be per JFTR, paragraph U2140-A.

2. **Effective Date for Specific Types of Orders.** The effective date of orders for specific types of orders is as given in the table below:

WHEN orders involve...	THEN effective date is the date...	AND see...
a change in home port of a ship, ship-based staff, or other afloat-based mobile unit,	announced by the Chief of Naval Operations (CNO), normally by message.	
a change of PDS location of a shore-based mobile unit,	following the announcement of the change by the CNO on which the member must commence travel to the new station for the purpose of remaining and performing normal duties. This is regardless of whether the travel is commenced before or after the announced effective date of the change.	
release from active duty,	of release.	
a unit which has received an official alert notice that it would be moved to a restricted PDS outside the United States and that movement is contemplated to commence within 90 days after such alert notice was received,	such orders are received by the servicemember,	JFTR, paragraphs U5222-D and U5240-H.
removal of restrictions from a restricted area,	travel of dependents actually begins after the date restrictions are removed,	JFTR, paragraph U5222-D.
unusual/emergency circumstances or evacuation,	the dependents are actually removed from the overseas station or area involved,	JFTR, paragraph U5240 or JFTR, Volume 1, Chapter 6.
dependents retained at previous duty station,	of the current PCS order,	JFTR, paragraphs U5203-A and U5222-D.

**MILPERSMAN 1300-120**

**PERMANENT CHANGE OF STATION (PCS) ENTITLEMENT  
 POLICY - ISSUING CHANGE OF HOME PORT CERTIFICATES**

<b>Responsible Office</b>	CNO (N13)	Phone:	DSN	225-3322
			COM	(703) 695-3322
			FAX	225-3311

<b>Governing Directives</b>	NAVPERS 15909G, Enlisted Transfer Manual, Chapter 15 Joint Federal Travel Regulations (JFTR), Paragraphs U5120-F1, U5120-F5, U5222-M, and U7115-A1
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1. **Policy**. The change of home port of a ship, mobile unit, or afloat staff is a PCS, except for servicemember travel. The commanding officer may issue a change of home port/PDS certificate. For sample format see NAVPERS 15909G, Chapter 15.

2. **Restrictions on Issue of Home Port Change Certificates**.

Table below contains the restrictions to issuance of a home port change certificate:

WHEN...	THEN...	AND ALSO SEE...
the member is entitled to and plans to ship HHG or a privately owned vehicle (POV) incident to the change,	the member will be issued a change of home port certificate.	
the member has been issued, or expects to be issued PCS orders,	the member will not be issued a change of home port certificate.	
the member has less than 90 days obligated service remaining on the effective date of home port change,	the member will not be issued a change of home port certificate. Separation or relief from active duty orders may be issued immediately.	
the member's service can be spared,	the member will be transferred for separation.	

WHEN...	THEN...	AND ALSO SEE...
the member's service cannot be spared,	the member will be required to accompany the ship/staff to the new home port/PDS,	MILPERSMAN 1910-102 and NAVPERS 15909G, Chapter 15 for authorization for early separation of enlisted personnel due to home port change.
the member extends the present enlistment or reenlists prior to being detached from the unit and other criteria, such as non receipt of orders, are met,	a change of home port certificate can be issued.	
the member has the official home port change notification authorizing the member to proceed to the old home port and then to the new home port when necessary to assist in the movement of dependents, shipment of HHG, or to bring the member's privately owned conveyance (POC) to the new home port,	the commanding officer may issue a PCS travel authorization,	JFTR, paragraph U5120-F1.  Also see <b>NOTE 1</b> below.
the member is permanently assigned aboard a ship, whose home port is changed to the port of overhaul or inactivation,	the member may elect periodic travel between the overhaul port and former home port instead of PCS entitlements,	JFTR, paragraph U7115-A1.  Also see <b>NOTES 2</b> and <b>3</b> below.
the initial assignment of a home port is made, i.e., when the ship is placed in commission,	the commanding officer of a pre-commissioning unit may not issue a home port change certificate. Instead, PCS orders must be issued.	

**NOTE 1:** This also applies to a newly commissioned ship, when the ship's home port is different from the member's old PDS. See JFTR, paragraph U5120-F5.

**NOTE 2:** Periodic travel accrues under JFTR and also applies to a ship that is undergoing overhaul or inactivation at a place other than its home port, that is, the home port is not changed.

**NOTE 3:** Periodic travel entitlements may only be provided to servicemembers whose dependents reside in the reasonable commuting area of the former home port. The entitlement applies to all servicemembers who have dependents within the reasonable commuting area of the former home port. The former home port need not be specified as the ship's home port on the servicemember's orders. Instead of member travel, dependents may travel to the overhaul or inactivation port with limited reimbursement. See JFTR, paragraph U5222-M.

**MILPERSMAN 1300-130**

**PERMANENT CHANGE OF STATION (PCS) ENTITLEMENT  
 POLICY - GENERAL REIMBURSEMENT RULES FOR POC TRAVEL**

<b>Responsible Office</b>	CNO (N13)	Phone:	DSN	225-3322
			COM	(703) 695-3322
			FAX	225-3311

<b>Governing Directives</b>	Joint Federal Travel Regulations (JFTR), paragraphs U5205-A2, U5205-A2c, and U5205-A2e.
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1. **Basis for Rules.** The general reimbursement rules for POC travel incident to PCS travel are based on the number of people traveling at the same time.

2. **Reimbursement Rules.** Use the rules contained in the table below to determine entitlement to reimbursement for POC travel during PCS moves:

<b>WHEN...</b>	<b>THEN...</b>	<b>AND...</b>
member and dependents travel between PDSs in one POC,	the per mile rate paid is for one POC based on the number of travelers.	
the member travels separately from dependents,	the member is paid a per mile rate,	the payment for dependents is a per mile rate based on the number of dependents traveling together.  COMMENT: No specific authority for more than one POC is needed as the group, the dependents in the case, are using only one POC. Per diems are also paid.

WHEN...	THEN...	AND...
member and dependents travel together using two POCs or; if five or more dependents travel together using more than two POCs,	the per mile rate for two POCs and the number of travelers is paid, unless authority is granted for payment based on over two POCs.	
permission is received under JFTR, paragraph U5205-A2,	payment may be made for use of more than two POCs by the group traveling together,	the per mile rate is paid for each POC based on the group traveling together.
there are five or more travelers in the group,	commanding officers may approve payment for the use of more than two POCs by a group traveling together.	
a dependent needs special accommodations,	commanding officers may also approve payment. See JFTR, paragraph U5205-A2.	
less than five travelers are involved,	payment for use of more than two POCs is unlikely.	
a member believes that a valid reason exists for needing more than two POCs for less than five travelers,	the member may submit a request via the member's Commanding Officer to CNO (N13), either prior to or after execution of orders. Details must be provided. Owing a compact car(s) is not a valid reason.	
in the situations described in JFTR, paragraphs U5205-A2c or U5205-A2e, dependents travel separately from the member due to official reasons,	reimbursement for such travel will not be made, unless supported by a statement from the member certifying the circumstances involved,	doubtful situations will be sent to the member's commanding officer for resolution.

**MILPERSMAN 1300-140**

**PERMANENT CHANGE OF STATION (PCS) ENTITLEMENT  
 POLICY - POLICIES FOR UNIQUE CATEGORIES OF  
 TRAVEL/RELOCATION ENTITLEMENTS**

<b>Responsible Office</b>	CNO (N13)	Phone:	DSN	225-3322
			COM	(703) 695-3322
			FAX	225-3311

<b>Governing Directive</b>	Joint Federal Travel Regulations (JFTR), paragraphs U5410 and U9000-E
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1. **Unique Categories of Entitlements.** The following unique categories of PCS related entitlements are covered in this article:

Shipment of a privately owned vehicle (POV).
Travel of children of military couples.
Relocating to designated places.
Relocating a foreign-born spouse to native country.

2. **Rules for Determining Entitlements.** The following table contains the rules for determining entitlements associated with the unique categories listed above:

<b>WHEN...</b>	<b>THEN...</b>	<b>AND...</b>	<b>AND SEE...</b>
members are ordered to make a PCS to, from, or between duty stations outside the 48 contiguous United States and the District of Columbia, or upon official change in home port/PDS location of the unit to which assigned,	members are entitled to shipment of a POV,	associated allowances for travel to the water port designated for POV delivery and from the water port designated for POV pickup,	JFTR, paragraph U5410, MILPERSMAN 1320-100 and 4050-010, pertaining to travel via POC in connection with consecutive overseas tours.

WHEN...	THEN...	AND...	AND SEE...
<p>for travel and transportation purposes, children of member-married-to-member parents may travel under either but not both parents' PCS orders,</p>	<p>the entitlement to travel and transportation allowances, DLA, and station allowances is based on children accompanying a member parent,</p>	<p>is not based on basic allowance for quarters (BAQ) dependency. One parent may draw travel and transportation allowances on behalf of the children, DLA, and station allowance at the with-dependent rate, while the other parent draws BAQ at the with-dependent rate on behalf of the same children,</p>	<p>MILPERSMAN 1300-150, 1300-160, 1300-170, 1300-180, 1300-190, 1300-200, 1300-210, 7220-220, and 7220-240.</p>
<p>certain types of PCS orders enable a member to relocate dependents and HHG to a designated place as defined in JFTR, Volume 1, Appendix A,</p>	<p>permission to relocate dependents and/or HHG at Government expense from an approved designated place to a second designated place in connection with a PCS order will be given only by the Secretary of the Navy (SECNAV).</p>		

WHEN...	THEN...	AND...	AND SEE...
<p>it has been clearly shown that the relocations will be in the best interest of the government,</p>	<p>permission will be given,</p>	<p>requests for permission to relocate dependents/HHG between designated places should be sent through the member's chain of command to Chief of Naval Operations (CNO) (N13) for forwarding to SECNAV.</p>	
<p>when a member with a foreign-born spouse is being assigned to a dependent-restricted overseas location, i.e., one at which there is no accompanied tour,</p>	<p>the member may request that the spouse and other dependents be relocated at Government expense to the spouse's native country. Under these circumstances, station allowance entitlement on behalf of dependents is as prescribed in MILPERSMAN 7220-240.</p> <p><b>COMMENT:</b> An overseas area, for which an accompanied tour is prescribed, cannot be a dependent restricted location.</p> <p><b>NOTE:</b> Authority to grant requests rests with SECNAV and will not be delegated below Navy Personnel Command.</p>		

WHEN...	THEN...	AND...	AND SEE...
documented evidence shows that, due to unusual circumstances, the spouse's native country is the appropriate location for the dependents,	requests should be sent to CNO (N13),	may be approved on the basis of documented evidence.  Only dependents who successfully complete overseas screening may be moved to their native country at government expense.	MILPERSMAN 1300-150, 1300-160, 1300-170, 1300-180, 1300-190, 1300-200, 1300-210.
the member is ordered to serve an unaccompanied tour at an overseas PDS,	in no case will dependents be sent to the vicinity of that overseas PDS,		JFTR, paragraph U9000-E.

## MILPERSMAN 1300-150

### COMMAND SPONSORSHIP OF DEPENDENTS AT OVERSEAS DUTY STATIONS - OVERVIEW

<b>Responsible Office</b>	CNO (N13)	Phone:	DSN	224-5635
			COM	(703) 614-5635
			FAX	225-3311

<b>Governing Directives</b>	NAVSO P-6034, Joint Federal Travel Regulations, (JFTR), Volume 1 OPNAVINST 4650.15 OPNAVINST 4630.25C DOD Directive 1315.7
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1. **Introduction.** This article consists of six sub-titles as listed below.
2. **Purpose.** The purpose of this article is to provide general and specific policies for use by commanders, supervisors, personnel and finance specialists, and servicemembers in determining the entitlements associated with the sponsorship of dependents at overseas duty stations where the members are assigned.
3. **In This Article.** This article contains the following sub-titles related to important aspects of the dependent command sponsorship policy:

<b>Title</b>	<b>See MILPERSMAN</b>
Applicability and Definitions	1300-160
Criteria and Status	1300-170
Status Change, Prohibitions, and Dependent Entry Approval	1300-180
Policies on Transportation at Government Expense	1300-190
Policies on Overseas Station Allowances	1300-200
Policies on Noncommand-Sponsored Dependents	1300-210

## MILPERSMAN 1300-160

### COMMAND SPONSORSHIP OF DEPENDENTS AT OVERSEAS DUTY STATIONS - APPLICABILITY AND DEFINITIONS

<b>Responsible Office</b>	CNO (N13)	Phone:	DSN	224-5635
			COM	(703) 614-5635
			FAX	225-3311

<b>Governing Directives</b>	Joint Federal Travel Regulations (JFTR), Volume 1 OPNAVINST 4650.15
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1. **Applicability.** This article is applicable to all active duty Navy personnel assigned to, ordered to, or who request transfer to permanent duty at an overseas permanent duty station (PDS) outside the contiguous 48 United States and the District of Columbia (CONUS). This includes personnel ordered overseas in connection with a change of home port or PDS location.

2. **List of Terms to be Defined.** For the purpose of this article, the terms and their definitions listed below apply:

Acquired dependent
Appropriate military commander
Appropriate overseas commander
Command-sponsored dependent
Dependent entry approval
Formerly command-sponsored dependent
Noncommand-sponsored dependent

#### 3. **Acquired Dependent**

a. An acquired dependent is an individual who becomes a dependent through marriage, adoption, or other action during the course of a Navy servicemember's current overseas tour of duty.

b. The term does not include those individuals dependent upon the servicemember or children born of a marriage that existed before commencement of the current overseas tour.

c. In servicemember-married-to-servicemember situations, a servicemember separating from the service becomes an acquired

dependent of the servicemember remaining on active duty on the day of separation.

d. A dependent, returned early for personal reasons from an overseas area under JFTR, Volume 1, Chapter 5, paragraph U5240-D, will, however, be treated as an acquired dependent upon return to the overseas area at personal expense.

4. **Appropriate Military Commander**

a. The appropriate military commander is normally the commander authorized to grant dependent entry approval for the overseas area. See OPNAVINST 4650.15.

b. For those areas for which prior approval for dependent entry is not required, the appropriate overseas commander is the authority for authorizing command sponsorship.

c. The appropriate overseas commander, as defined below, is the appropriate military commander for servicemembers who request dependent entry approval after reporting to the overseas PDS.

5. **Appropriate Overseas Commander.** The appropriate overseas commander is the commanding officer of the servicemember's overseas PDS, except where the area or appropriate military commander has issued supplementary instructions restricting such authority.

6. **Command Sponsored Dependent**

a. A command-sponsored dependent is a dependent

(1) whose servicemember sponsor is authorized to serve the accompanied tour in an area that has an accompanied tour prescribed,

(2) whose servicemember sponsor is granted authorization for dependents to be present in the vicinity of the overseas PDS, and

(3) who is residing with the servicemember at the overseas PDS.

b. If a servicemember's spouse is command-sponsored, children born of that marriage during the current tour of duty are command-sponsored at birth.

7. **Dependent Entry Approval**

a. Dependent entry approval is a procedure for authorizing dependents to enter overseas PDSs.

b. In those areas designated as requiring dependent entry approval, such approval allows dependents to travel to the overseas PDS at government expense and constitutes command sponsorship. See OPNAVINST 4650.2.

8. **Formerly Command-Sponsored Dependent.** Formerly command-sponsored dependent is a dependent who

a. was command-sponsored, and

b. continues to reside in the vicinity of the overseas PDS at which command sponsorship was conferred,

c. while the dependent's sponsor serves a consecutive unaccompanied overseas tour in another country or is assigned to unusually arduous sea duty in the contiguous 48 United States and the District of Columbia.

9. **Noncommand-Sponsored Dependent.** Noncommand-sponsored dependent is a dependent, residing in an overseas area, who was or is not command-sponsored.

## MILPERSMAN 1300-170

### COMMAND SPONSORSHIP OF DEPENDENTS AT OVERSEAS DUTY STATIONS - CRITERIA AND STATUS

<b>Responsible Office</b>	CNO (N13)	Phone:	DSN	224-5635
			COM	(703) 614-5635
			FAX	225-3311

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<b>Governing Directive</b>	Joint Federal Travel Regulations (JFTR), Volume I
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1. **Policy**. Navy servicemembers, regardless of rank or length of service, may elect the accompanied or unaccompanied tour in overseas areas with an accompanied tour prescribed. If the accompanied tour is elected, the servicemember may have dependents command-sponsored.

2. **Criteria**. In order for dependents to be command-sponsored by the appropriate military commander, the servicemember must meet the following criteria, as applicable:

a. **Accompanied-by-Dependents Tour:** Be assigned to a location where an accompanied-by-dependents tour is authorized.

b. **Dependents PDS Vicinity Presence:** Be granted authorization by the appropriate military commander for dependents to be present in the vicinity of the overseas PDS.

c. **Contractual Obligated Service:** Have sufficient contractual obligated service to complete the accompanied-by-dependents tour.

(1) **Exception:** Exception to serve less than the accompanied-by-dependents tour length on an intra-theater consecutive overseas tour must be requested from Secretary of the Navy (SECNAV) via Chief of Naval Personnel (CHNAVPERS).

(2) A shorter tour length granted as an exception shall require an enlisted servicemember to serve until EAOS.

(3) Also see the companion sub-map on Change in Status and Prohibitions relating to command sponsorship.

d. **PRD Extension:** Request PRD extension, if needed, to complete the appropriate accompanied-by-dependents tour.

e. **Overseas Suitability Screening:** Have all dependents meet overseas suitability screening requirements so that they may be command-sponsored and transported to the overseas PDS at government expense.

f. **Military Couple Situation:** In servicemember-married-to-servicemember situations, children born of that marriage may travel under either but not both parent's PCS orders. Either servicemember may apply for command sponsorship for the children providing the criteria above has been met.

g. One servicemember parent could be entitled to dependent travel and transportation allowances, overseas station allowances, and dislocation allowance (DLA) at the with-dependent rate, while the other servicemember parent receives BAQ at the with-dependent rate.

h. The entitlement to dependent travel and transportation allowances, DLA, and station allowances is not based on basic allowance for quarters (BAQ) dependency. See MILPERSMAN 7220-220, 7220-240, 1300-090, and 1300-100.

### 3. Granting/Rescinding Command Sponsorship Status

a. Determination of command sponsorship will be made a matter of record.

b. Command sponsorship shall be effective from the date of determination and shall not be retroactively granted, i.e., dated prior to the servicemember's request, for any reason.

c. Command sponsorship carries with it travel and transportation entitlements and shall not be rescinded while the dependents are at the overseas PDS except with the authorization of SECNAV via CNO (N13). Such authorization to rescind command sponsorship will not affect transportation entitlements but will affect station allowance payment and use of dependent support facilities. See sub-maps on Command Sponsorship Criteria and Change of Status.

## MILPERSMAN 1300-180

### COMMAND SPONSORSHIP OF DEPENDENTS AT OVERSEAS DUTY STATIONS - STATUS CHANGE, PROHIBITIONS, AND DEPENDENT ENTRY APPROVAL

<b>Responsible Office</b>	CNO (N13)	Phone:	DSN	224-5635
			COM	(703) 614-5635
			FAX	225-3311

<b>Governing Directives</b>	Joint Federal Travel Regulations (JFTR), Volume I OPNAVINST 4650.15
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#### 1. Intra-Theater Assignments and Moves

a. Personnel reassigned under PCS orders between units ashore or afloat units at the same overseas location shall retain the command-sponsored status for their dependents, if previously conferred.

b. If the consecutive overseas tour is an intra-theater move as the result of a base closure or similar action:

(1) Servicemembers accompanied by command-sponsored dependents, who are moved involuntarily from one overseas PDS to another, shall have their dependents command-sponsored at the new PDS, regardless of the length of the consecutive tour.

(2) The new PDS must, however, have an accompanied-by-dependents tour prescribed in order for dependents to accompany the servicemember.

#### 2. Prohibitions and Limitations

a. In no case may dependents be command-sponsored in the overseas area unless the servicemember has sufficient contractual obligated service to complete the prescribed accompanied-by-dependents tour.

b. Dependents not initially traveling to the overseas PDS must be command-sponsored prior to travel in order to travel to the overseas site at Government expense.

c. In no case may dependents be command-sponsored in an area

(1) for which no accompanied-by-dependents tour is prescribed, or

(2) declared as a "dependent restricted" area by the Assistant Secretary of Defense (Force Management and Personnel) (ASD (FM&P)).

### 3. Acquired/Tourist/Returnee Dependents

a. In the case of

(1) acquired dependents, or

(2) dependents who initially arrive in the vicinity of the overseas PDS in a tourist status and take up residence with the evident intent to set up a permanent household,

the appropriate overseas commander may, upon application by the member, grant command sponsorship to the dependents if the member meets the command sponsorship criteria in MILPERSMAN 1300.

b. Dependents, who return to an overseas PDS after having been early returned from the overseas area under JFTR, Volume 1, Chapter 5, paragraph U5240-D may be command-sponsored only after

(1) the servicemember obligates to serve 24 months after their return, and

(2) all other command sponsorship criteria are met.

### 4. Changing Tour Election

a. If, after electing an "all others" tour, the servicemember desires dependents to be command-sponsored in the overseas area,

(1) the servicemember's commanding officer will reverify the suitability of dependents.

(2) command sponsorship may then proceed as outlined above as long as dependent travel and transportation of

household goods or a mobile home at government expense has not occurred per JFTR, Volume 1.

b. Servicemembers who

(1) elect unaccompanied tours, and

(2) have their dependents moved to a designated place at government expense,

cannot have their dependents transported to the vicinity of the overseas PDS at government expense in connection with that tour.

c. This does not preclude a second movement of dependents or household goods from a designated place to the overseas area in connection with an accompanied tour election, when a previously issued denial of entry approval, for a period of 20 or more weeks, led to the move.

5. **When Dependent Entry Approval is Required**

a. Approval by the appropriate military commander for a member to have dependents present in the overseas area, dependent entry approval, constitutes command sponsorship of dependents.

b. This form of command sponsorship is only valid for dependents

(1) who have successfully completed suitability screening, and

(2) whose member sponsor is eligible for command sponsorship of dependents.

c. See OPNAVINST 4650.15 for specific dependent entry approval information.

6. **When Dependent Entry Approval is not Required**

a. For those areas for which dependent entry approval is not required, the distribution authority, by directing the transfer, confers command sponsorship on dependents who have successfully completed suitability screening.

b. Members must still elect the accompanied-by-dependents tour for dependent travel to the overseas PDS to be at government expense.

## MILPERSMAN 1300-190

### COMMAND SPONSORSHIP OF DEPENDENTS AT OVERSEAS DUTY STATIONS - POLICIES ON TRANSPORTATION AT GOVERNMENT EXPENSE

<b>Responsible Office</b>	CNO (N13)	Phone:	DSN	224-5635
			COM	(703) 614-5635
			FAX	225-3311

<b>Governing Directives</b>	Joint Federal Travel Regulations (JFTR), Volume I DOD Directive 1315.7 of 9 Jan 1987
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1. **Policy Applicability**. The policies addressed below apply to command sponsorship and dependent/household goods transportation at government expense.

2. **Traveling at Government Expense**

a. Only command-sponsored dependents may travel at government expense.

b. Exception: The exception is provided in JFTR, volume 1, chapter 5, paragraph U5222-F, or chapter 6, pertaining to moves from noncommand-sponsored to command-sponsored areas or evacuation.

3. **Limitation on Shipping Household Goods**

a. Shipment of household goods shall not be provided to an overseas area unless the servicemember has at least 12 months scheduled to remain on the tour after the scheduled arrival of the household goods except as noted above.

b. The Deputy Assistant Secretary of the Navy (Manpower) may grant exceptions on an individual basis and in cases involving organized unit moves. Such requests should be forwarded via Chief of Naval Operations (N13).

4. **Temporary Denials of Sponsorship or Entry**

a. If command sponsorship or dependent entry approval is temporarily denied for a period of 20 or more weeks from the

month the servicemember reports to the port of debarkation for the overseas PDS, travel and transportation entitlements for dependents to a designated place in the contiguous 48 United States and the District of Columbia are contained in JFTR, volumel, chapter 5.

b. Commanders, temporarily denying command sponsorship or dependent entry approval, will indicate the period of denial, less than 20 weeks or 20 weeks or more, and will address any entitlements which accrue as a result.

c. Temporary denial of command sponsorship makes the overseas area "restricted" within the meaning of JFTR, volume 1, for members and dependents concerned during the operative period of the denial. The subsequent granting of command sponsorship or dependent entry approval lifts the "restricted" status, and transportation may be provided if the provision of the block titled "Limitations on Shipping Household Goods" above is satisfied.

d. As required by DOD Directive 1315.7, approval of the ASD (FM&P), will be obtained by the overseas command, via the appropriate chain of command, when the presence of all command-sponsored dependents in a location becomes undesirable and authority is sought to withhold permission for any further movement of command-sponsored dependents to the location.

5. **Unaccompanied to Accompanied Tour Change.** If a servicemember is ordered to an overseas location that does not have an accompanied tour prescribed, the servicemember may, after an accompanied tour is prescribed by ASD (FM&P), request the accompanied tour.

a. If that tour is authorized, travel and transportation of dependents and shipment of household goods shall be authorized to the overseas PDS regardless of previous movement at government expense to another location.

b. The servicemember must have sufficient obligated service for and agree to serve the accompanied tour starting from the month the dependents are command-sponsored.

c. The conditions of MILPERSMAN 1300 must also be satisfied before command sponsorship is granted.

## MILPERSMAN 1300-200

### COMMAND SPONSORSHIP OF DEPENDENTS AT OVERSEAS DUTY STATIONS - POLICIES ON OVERSEAS STATION ALLOWANCES

<b>Responsible Office</b>	CNO (N13)	Phone:	DSN	224-5635
			COM	(703) 614-5635
			FAX	225-3311

<b>Governing Directive</b>	Joint Federal Travel Regulations (JFTR), Volume I, Chapter 9
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1. **Policy Applicability.** The policies specified below apply to command sponsorship and overseas station allowances.

2. **General Station Allowance Policy.** JFTR, volume I, chapter 9 provides general overseas station allowance policy guidance.

3. **Policy for Command-Sponsored Dependents.** Personnel will receive station allowances per JFTR, volume I, chapter 9, on behalf of dependents, if the dependents are command-sponsored.

4. **Policy for Formerly Command-Sponsored Dependents**

a. Some personnel may also receive station allowances per JFTR, volume I, chapter 9, paragraph U9301, for dependents who were formerly command-sponsored and

(1) remain at the old PDS (this location becomes a designated place), or

(2) moved to a designated place outside CONUS from servicemember's old overseas PDS.

b. These formerly command-sponsored dependents are eligible for subsequent travel and transportation from the overseas PDS where they remained or, from the designated place to which they were moved at government expense.

c. The servicemember is entitled to station allowances on behalf based on the old PDS where they remained or, if moved to

a designated place overseas in accordance with JFTR, volume 1, chapter 9, paragraph U9301.

5. **Loss of Status**. Dependents shall not be considered command-sponsored

- a. after detachment of the servicemember, or
- b. upon arrival at an overseas designated place.

6. **Continuation of Allowances**. Continuation of station allowances (OHA or COLA) for eligible dependents is authorized by Navy Personnel Command (PERS-454C).

7. **Status under SOFA**. The servicemember and the dependents shall be advised of the dependents' status under the governing Status of Forces Agreement (SOFA) or other bilateral agreements. See MILPERSMAN 1300 concerning noncommand-sponsored dependents.

## MILPERSMAN 1300-210

### COMMAND SPONSORSHIP OF DEPENDENTS AT OVERSEAS DUTY STATIONS - POLICIES ON NONCOMMAND-SPONSORED DEPENDENTS

<b>Responsible Office</b>	CNO (N13)	Phone:	DSN	224-5635
			COM	(703) 614-5635
			FAX	225-3311

<b>Governing Directives</b>	NAVSO P-6034Joint Federal Travel Regulations (JFTR), Volume 1 OPNAVINST 4630.25B DOD Directive 1315.7 of 9 Jan 87
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1. **Policy Applicability.** The policies specified below apply to noncommand-sponsored dependents.
2. **Transportation Eligibility**
  - a. They are ineligible for transportation at Government expense.
  - b. Exception: Exception is provided by JFTR, volume 1, chapter 5, paragraph U5222-F or chapter 6.
3. **Space Available Transportation.** Space available transportation, as detailed in OPNAVINST 4630.25B, may be provided in some instances.
4. **Station Allowance Eligibility.** Servicemembers are ineligible for the overseas station allowances on behalf of noncommand-sponsored dependents. See MILPERSMAN 1300 for formerly command-sponsored dependents.
5. **Medical Services.** All noncommand-sponsored dependents shall be furnished medical service as provided by law.

6. Use of Support Facilities

a. They may not be permitted to use any dependent support facilities, such as exchanges, commissaries, schools, etc., in 12-month tour areas in the Far East;

(1)	Indochina,
(2)	Indonesia,
(3)	Japan (including the Ryuku Islands),
(4)	Korea,
(5)	Malaya Archipelago,
(6)	People's Republic of China,
(7)	Taiwan, and
(8)	Thailand;

as defined in DoD Directive 1315.7 when the member is serving the "all others" tour in the same area.

b. Otherwise, their use of exchange, commissary, and other on-base facilities will be governed by SOFAs or other bilateral agreements.

## MILPERSMAN 1300-300

### OVERSEAS/REMOTE SERVICE GENERAL INFORMATION

<b>Responsible Office</b>	NAVPERSCOM (PERS-451)	Phone:	DSN	882-4142	
			COM	(901) 874-4142	
			FAX	882-2693	

<b>References</b>	SECNAVINST 3300.3A OPNAVINST 3300.53
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1. **General Information.** Overseas service is defined as military duty performed while assigned to a military installation or activity permanently based outside the 48 contiguous United States. Department of Defense establishes tour lengths for overseas assignment. Alaska and Hawaii are considered overseas areas, but **are exempt** from personnel screening requirements, except for remote locations identified in MILPERSMAN 1300-304. This article and its subarticles listed below provide information and procedures pertaining to Overseas Assignment:

Topic	See MILPERSMAN
Selection and Suitability	1300-302
Suitability Screening and Reporting Procedures	1300-304
Early Return/Reassignment Due to Unsuitability	1300-306
Tour Lengths and Types	1300-308
Overseas Extensions	1300-310
Units Transitioning to Overseas Locations	1300-312
Diego Garcia Assignments	1300-314
Dependent Entry Approval Information	1300-316

2. **Overseas Service Categories:**

a. **Overseas service for officers** may be categorized as follows:

(1) Shore tours for Unit Identification Codes (UICs) having a Type Assignment (T/A) code "O", "H", and "A".

(2) Secretary of the Navy prescribed sea tour for UICs having a T/A code "C" or "D".

b. **Overseas service for enlisted** personnel may be categorized as follows:

- (1) Overseas Duty (Sea/Shore Code 6).
- (2) Overseas Remote Land-Based Sea Duty (Sea/Shore Code 3).
- (3) Non-Rotated Sea Duty (Sea/Shore Code 4).

### 3. Antiterrorism/Force Protection Awareness

a. All members, Department of the Navy civilian personnel, and adult family members shall receive mandatory Antiterrorism Awareness Level I training prior to travel outside the continental United States. This training consists of the following:

- (1) Video films
- (2) A briefing with slides
- (3) Handouts

b. An area-of-responsibility-specific briefing is required for those traveling to or through an area with a Threat Level of Medium, High, or Critical. Training consists of information provided by the united (geographic) Commander, e.g., U.S. European Command, U.S. Pacific Command, U.S. Special Operations Command, etc. All Level I training must be conducted within 6 months prior to travel by a trained and qualified Antiterrorism Training Officer (ATTO).

c. A NAVPERS 1070/613 (10/81), Administrative Remarks entry verifying completion for servicemember and adult family members is required. The NAVPERS 1070/613 entry will state level of training, date completed, and who attended the training.

d. SECNAVINST 3300.3A, OPNAVINST 3300.53, and CNO message 212050Z FEB 98 provide guidance. If a command does not have an ATTO, for assistance contact the activities listed below:

Navy Fleet and Family Service Center,  
Expeditionary Warfare Training Group, Atlantic  
COM (757) 421-8059/67

OR

Fleet Training Center,  
San Diego  
DSN 526-7759

4. **Suitability for Overseas Assignment Validity.** Suitability determinations (including medical and dental) will be valid for 1 year from date of initial screening completion, unless changes in conditions affecting suitability occur. Navy personnel/family members whose suitability screening has expired, or whose suitability status changes prior to transfer, shall arrange for reevaluation for suitability.

## MILPERSMAN 1300-302

### SUITABILITY AND SELECTION FOR OVERSEAS SERVICE

<b>Responsible Office</b>	NAVPERSCOM (PERS-451)	Phone:	DSN	882-4142
			COM	(901) 874-4142
			FAX	882-2693

<b>References</b>	OPNAVINST 1740.4A OPNAVINST 1754.2A BUMEDINST 1300.2 COMNAVCRUITCOMINST 1130.8F NAVSO P-6034-1, Joint Federal Travel Regulations (JFTR)
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#### 1. Policy.

a. Overseas screening is a requirement of all transferring commands whether transfer is from continental United States (CONUS) to overseas, or from overseas (sea/shore) to overseas (sea/shore) which are defined as consecutive overseas tours (COT).

b. Members in paygrades E-3 and below with family member(s), will not be assigned to duty in an overseas area, including Hawaii. Additionally, members in paygrades E-3 and below who are pregnant will not be assigned in an overseas area, including Hawaii. Members may be assigned unaccompanied, based on readiness needs.

#### 2. Procedures

a. **Commanding Officer (CO) Responsibility.** The responsibility for determining suitability for overseas service rests with the CO of the transferring command. The CO shall ascertain whether the member or family member(s) possess any performance, disciplinary, financial, psychological, medical or other physical attributes, which would preclude them from conducting themselves as worthy representatives of the United States in a foreign country.

b. **Determining Suitability.** This determination must be based on a series of steps beginning with a detailer at Navy

Personnel Command (NAVPERSCOM) or Enlisted Placement Management Center (EPMAC) (for non-designated SN/AN/FN) nominating the member for overseas duty, and ending with a message (see MILPERSMAN 1300-304) to NAVPERSCOM or EPMAC (for non-designated SN/AN/FN) from the CO indicating the suitability of the member and family member(s) for overseas duty. Suitability screening includes reviewing the member's service record, physical readiness status, checking medical and dental fitness of members and their family members, and conducting a command review (see MILPERSMAN 1300-304) to determine suitability.

c. **Records Review/Interviews.** During accession training and service school environments, the training school command is responsible for scrutinizing the training records of members as well as interviewing them to determine their overall suitability for overseas duty. A face-to-face interview between the CO of the transferring command, the member, and family member(s) is highly desirable. If this is not feasible, the CO must ensure such an interview is conducted by an experienced, knowledgeable representative. For enlisted members, the command master chief (CMC), chief of the boat (COB), or senior enlisted advisor (SEA) of the transferring command will endorse the overseas assignment. In all cases, the CO must sign NAVPERS 1300/16 (Rev. 01/01), Report of Suitability for Overseas Assignment. This authority shall not be delegated except to the CO "Acting," or to the officer in charge (OIC) of isolated detachments. Upon request of the CO, a skilled interviewer (such as a chaplain, command career counselor, CMC, Navy social worker, or specified Family Service Center staff member) may also be included to determine overseas suitability.

d. **Single Parents/Military Couples with Family Member(s).** The unique situation of members, with family member(s), who are single parents; or military members married to other military members; does not in itself disqualify them for overseas duty. In these cases, this fact should be pointed out to NAVPERSCOM or EPMAC (for non-designated SN/AN/FN) upon submission of certification of screening. Members married to other military members, with family member(s), and single parents being considered for overseas assignment will be required to complete NAVPERS 1740/6 (Rev. 4/96), Family Care Plan Certificate per OPNAVINST 1740.4A.

3. **Suitability Decision Factors.** The CO of the transferring command shall ensure the following factors are addressed and used as the basis for the overseas suitability decision.

a. **Medical Fitness.** Both the member and family member(s) must have a full medical history screening which includes face-to-face interviews with a medical screener and thorough medical records review. Any documented medical problem which precludes overseas assignment, or one which would be complicated by overseas assignment such that medical evacuation or early return would be necessary, is disqualifying. If only the family member(s) are medically unsuitable, the urgency of the requirement may require the member serve an unaccompanied tour. If the medical status changes after screening, but prior to transfer, the individual shall be re-evaluated for suitability. Contact with the gaining command/medical treatment facility (MTF) is required for medical problems. Use BUMED 1300/1 (Rev. 6-00), Medical, Dental, and Educational Suitability Screening for Service and Family Members, and BUMEDINST 1300.2 for guidance which are available on <http://navymedicine.med.navy.mil/instructions/directives/>.

(1) Members and family members who use TRICARE network providers to conduct medical, dental, and educational suitability screening for overseas or remote duty assignments must coordinate with the MTF overseas suitability screening coordinator and beneficiary counseling and assistance coordinators prior to using a TRICARE provider to ensure TRICARE will cover any costs associated with the screening.

(2) Foreign National spouses, who require a medical screening and reside at locations where TRICARE or Department of Defense (DOD) medical facilities are unavailable, shall satisfy the medical screening requirements listed on BUMED 1300/1 by utilizing a local physician. The completed BUMED 1300/1 will be forwarded to the screening MTF for final disposition. The member will be responsible for any costs associated with this requirement if costs are not already covered under current entitlements.

b. **Family Member Suitability.** All family members shall be screened unless a member is in receipt of unaccompanied orders for tour lengths of less than 24 months (**except Diego Garcia and Souda Bay Crete**). Family member suitability must be determined before family members can be granted entry approval. When family member(s) are not collocated with the member, the CO of the transferring command shall request assistance from the nearest naval activity. If Navy facilities are not readily available for screening family member(s), assistance shall be

requested from other military facilities or appropriate civilian practitioners. Other service MTFs and civilian practitioners will complete BUMED 1300/1 and forward it to the transferring command's MTF for review and signature.

(1) If member's family member(s) refuse to be screened, refer to MILPERSMAN 1300-304.

(2) When issues of custody pertain to a member's/family member's suitability, refer to MILPERSMAN 1300-304.

(3) Exceptional Family Member (EFM) Program. If, during overseas screening process, a member's family member is identified as a possible EFM, comply with OPNAVINST 1754.2A. Information pertaining to the EFM program is contained in MILPERSMAN 1300-700. Submit these completed NAVPERS forms to NAVPERSCOM, Personal and Family Readiness Branch (PERS-662). EFMs are described as handicapped or exceptional family members who require special medical care/special education. Should the member initially select an "all others" tour, it will be the responsibility of the detaching command to accomplish the screening, if not previously accomplished. Refer to MILPERSMAN 1300-700 for EFM program guidance. The following also apply:

(a) Members with a known EFM will not be transferred overseas without NAVPERSCOM, Distribution Department (PERS-4), NAVPERSCOM (PERS-662), and gaining MTF approval.

(b) Members with an EFM shall be transferred only to overseas locations that can provide necessary educational/medically related services to support the special needs of the EFM family member. Only when there is a clear and substantial adverse effect on the military mission or on the member's career if **not** assigned overseas, will a member be proposed for overseas assignment to a location where requisite EFM services are not provided.

(c) Laws and instructions require the following:

1. EFMs be identified before execution of overseas assignments of active duty members.

2. EFMs' medical and educational needs be considered during selection of overseas assignment.

3. Enrollment in the EFM program is **mandatory**. Application forms outlined in MILPERSMAN 1300-700 must be completed and submitted to NAVPERSCOM (PERS-662).

c. **Dental Fitness.** Dental conditions will not normally preclude overseas assignment except in those extreme cases where members are prevented from performing assigned duties. When members are diagnosed as Dental Class 3, the transferring medical/dental treatment facility should ensure any needed care/treatment can be provided at the ultimate activity.

(1) Elective orthodontic treatment will not cause an assignment liability and is not disqualifying for overseas assignment.

(2) Members ordered to the following locations should have no dental defects which are likely to require extensive or prolonged treatment.

(a) Remote isolated overseas locations.

(b) Remote isolated CONUS stations with limited dental capabilities.

(c) Commander, Standing Naval Force Atlantic (COMSTANAVFORLANT) (staff).

(3) Members in Class 3 Dental status should not be transferred to remote isolated locations or units listed above.

(4) Family member(s) dental screening examination shall be obtained from the nearest dental facility and will not usually be a disqualifying factor in determining suitability for overseas activities where dental facilities exist; however, if family member(s) dental problems disqualify them for transfer to an overseas area, the urgency of the requirement may require the member serve an unaccompanied tour. Dental care will be available to family member(s) to the extent that active duty requirements permit.

(5) Overseas dental activities are manned to a level only to maintain family members' oral health.

d. **Family Advocacy.** Members involved in open family advocacy cases are disqualified for overseas assignment. Once a member has successfully demonstrated any allegations to be

unfounded, or completed any punitive measures, or successfully completed any prescribed treatment, or otherwise had the case adjudicated "closed," member will be eligible for duty overseas.

e. **Physical Fitness.** Failure of Physical Fitness Assessment (PFA) (formally Physical Readiness Test (PRT)) will not limit assignment except when a member cannot obligate for the minimum sufficient obligated service (OBLISERV) to complete the prescribed overseas assignment.

f. **Drug-Related Problems.** Members/family members with documented drug abuse or drug-related offenses within last 24 months are unsuitable for overseas duty.

g. **Alcohol-Related Problems.** Members with a documented history of alcohol abuse or dependency may be considered eligible for overseas duty under certain conditions.

(1) Members who have completed an education or early intervention program because of an alcohol-related incident have no specific restrictions for an overseas assignment.

(2) Members who have completed treatment and have been released from the continuing care portion of treatment are considered suitable for overseas assignment.

(3) Members assigned to or receiving the continuing care portion of treatment, usually in an outpatient setting, may be eligible for overseas assignment, provided the overseas assignment is to a geographical location where treatment services can be provided (Counseling and Assistance Centers (CAACs)).

h. **Psychiatric Disorders.** Members/family member(s) who have had one period of inpatient hospitalization or have a history of extensive outpatient psychiatric treatment, but have had no further psychiatric treatment (inpatient or outpatient) for a period greater than 1 year, may be judged suitable for overseas duty. Members/family members with two or more hospitalizations for psychiatric disorders will be considered unsuitable for overseas duty.

i. **Performance.** Members with a history of unsatisfactory or below standard performance (any marks below 3.0) in the last 2 years will be considered unsuitable for overseas assignment.

j. **Disciplinary History.** History of courts-martial, non-judicial punishment (NJP), or involvement with civil authorities in the previous 2 years will be considered unsuitable for overseas assignment.

k. **Pre-Service Waivers (enlisted only).** Initial accessions with pre-service moral waivers (drug, alcohol, or criminal) identified in Block 18E or section VI of DD 1966/1 (1 Jan 2003), Record of Military Processing, will be considered unsuitable for overseas assignment. COMNAVCRUITCOMINST 1130.8F refers.

l. **Pregnancy.** Women will not be transferred overseas who are in the third trimester of pregnancy (7th-9th month). Arrival at the ultimate duty station must be prior to the 29th week of pregnancy. Women who will be in the 3rd trimester at time of transfer will be screened 6 weeks after delivery of newborn. Newborn will also be screened at that time. Pregnant women are not to be transferred, during any stage of pregnancy, to any other location where obstetric and pediatric care is not available. NAVPERSCOM must receive notification upon submission of verification of screening, and that notification should include expected date of delivery. Female military members transferring to **overseas duty including sea duty** type 2 and 4 will be screened for pregnancy per BUMEDINST 1300.2 prior to transfer.

m. **Financial Stability**

(1) **E5 and above.** Serious financial problems or indebtedness which have not been reconciled, or a documented history of indebtedness over a period of the last 3 years may be considered disqualifying (i.e., bankruptcy).

(2) **E1-E4.** A debt-to-income ratio shall be performed by the command financial specialist or Family Service Center counselor to ensure the economy in the host nation of the proposed overseas activity will not pose an undue hardship on the member's financial circumstances. If debt-to-income ratio is 30% or greater, member is unsuitable for overseas assignment.

n. **Member and Family Characteristics.** Motivation for accepting an overseas assignment, expectations about the duty and the culture, and certain attitudes and attributes are important indicators of successfully completing an overseas tour. In addition to the questions included in MILPERSMAN 1300-304, when conducting the suitability assessment interview

with member/family, care must be taken to assess personal and family characteristics and attitudes.

o. **OBLISERV.** Ensure member obtains minimum service requirement/OBLISERV, as required by BUPERS transfer orders, within 30 days

4. **Military Member Married to Military Member.** Regardless of member's paygrade, the tour of duty overseas for a married member whose spouse is also a member of a military service will be as follows:

a. Married members **accompanied or joined** by command-sponsored family member(s) shall serve the **"accompanied-by-family member(s)" tour.**

b. Married members **assigned to or living in the same overseas location or locale** shall serve the **"accompanied-by-family member(s)" tour** when such a tour length is authorized for the duty station. The lack of concurrent travel, whether a result of personal reasons or operational requirements, may not have an impact on the stipulation that each member of a military couple must, at a minimum, serve the "accompanied-by-family member(s)" tour. If one spouse arrives on station later than the other, second arriving spouse's tour shall not be cut short in order to match projected rotation dates (PRDs) with the first arriving spouse.

c. Married members assigned to **different locations** shall serve the **"all others" tour**; however, when said members establish a joint residence (that is, reside together), they shall serve the **"accompanied" tour**, when such a tour is authorized for the location or locale where they are residing.

#### 5. **Dependency Considerations**

a. **Definition.** Command-sponsored (authorized) family members are defined as family members of entitled members of the U.S. Armed Forces for whom entry approval (from the appropriate military commander) has been received. (See MILPERSMAN 1300-150 through 1300-210.)

b. **Counseling.** COs shall ensure members are thoroughly counseled regarding the risks involved in formulating premature plans for movement of family member(s). This counseling will be conducted jointly with the command review required by MILPERSMAN

1300-304. During this review, members should be specifically cautioned that if they desire their family member(s) to accompany them, the family member(s) should not move until final disposition of entry approval has been received from the overseas area commander.

**c. Entry Approval Denied/Family Relocation Desired.**

Members who are denied entry approval and desire to relocate their family member(s) to a designated place other than the contiguous United States should be advised that approval from NAVPERSCOM, Pass Program Management Branch (PERS-331) is required. The message format for requesting family entry approval as well as additional information can be found in MILPERSMAN 1300-316. Point of contact is as follows:

Chief of Naval Operations  
Military Compensation and  
Policy Coordination Branch (N130E)  
COMM: (703) 614-5635  
DSN: 224-5635

**d. More than Three Family Members.** Enlisted members with more than three family members will not normally be assigned to accompanied overseas duty including Alaska and Hawaii unless an urgent requirement exists and a conscious decision is made, based upon a thorough review of living conditions, availability of adequate housing, and other pertinent information which may be peculiar to a specific location.

**6. Defense Enrollment Eligibility Reporting System (DEERS) Check.** DEERS checks must be conducted on families of all members being transferred overseas to ensure that potential problems will be resolved before they seek medical treatment/CHAMPUS reimbursement.

**7. Custody Agreements.** Divorce decrees concerning custody and control of family member(s) can impact on whether family member(s) can be moved at government expense, and on entitlement to overseas station allowances. Divorce decrees issued by a court of competent jurisdiction may require the member/spouse obtain court approval, if not stated in divorce decree, for removal of family member(s) from CONUS.

**a. Forms Completion.** Overseas screening cannot be processed until NAVPERS 1070/602 (Rev. 7/72), Dependency Application/Record of Emergency Data, Parts I and II are

completed per the Defense Joint Military Pay System Procedures Training Guide (DJMSPTG)/Navy Standard Integrated Personnel System (NSIPS). The member should bring in a copy of the divorce decree for review. NAVSO-P-6034-1, volume 1, chapter 7, para. U5203, item 18 contains further guidance.

b. **Dependency Status Approved.** Once dependency status is approved by Navy Family Allowance Activity, overseas screening can be processed and, if appropriate, family member(s) entry approval can be requested.

c. **Detailed Information Required.** The authority to grant family member(s) entry approval lies with the overseas area commander. The area commander may have questions concerning the custody and control of family member(s); therefore, this information should be detailed in the family member(s) entry approval request.

d. **Screening Refusal.** Refer to MILPERSMAN 1300-304 for screening waivers when ex-spouse or separated spouse has custody of any family member(s) and refuses screening of family member(s).

8. **Waiver Requests.** Upon completion of the overseas screening interview, if a member is not qualified for overseas assignment, but the CO determines a waiver is in order, follow procedures outlined in MILPERSMAN 1300-304.

## MILPERSMAN 1300-304

### SUITABILITY FOR OVERSEAS ASSIGNMENT SCREENING AND REPORTING

<b>Responsible Office</b>	NAVPERSCOM (PERS-451)	Phone:	DSN	882-4142
			COM	(901) 874-4142
			FAX	882-2693

<b>References</b>	OPNAVINST 1300.14C BUMEDINST 1300.2 Uniform Code of Military Justice (UCMJ), Article 107
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1. **Procedures.** The responsibility for determining suitability for overseas service rests with the commanding officer (CO) of the transferring command who shall complete the following:

a. **Time Requirements.** Ensure that **each** member and family member being assigned overseas is screened and an update message is sent within 15 days after receipt of the transfer directive. The goal is to have all overseas screening requirements completed within 30 days. Report using the format provided in Exhibits 1, 2, 3, and 4 as applicable.

b. **Command Review.** Conduct command review per provisions of this article and OPNAVINST 1300.14C, utilizing Exhibit 1 to determine if the member and family member(s) (if any) meet the eligibility requirements and additional criteria of MILPERSMAN 1300-302.

c. **Medical Screening.** Ensure medical screening is conducted per BUMEDINST 1300.2. Instruction and forms are available at

<http://navymedicine.med.navy.mil/instructions/directives>.

d. **Briefing.** Brief member and family member(s) on Standard Installation Topic Exchange Services (SITES) data available at Family Service Centers (FSCs) during command review. Provide member with name and number of Relocation Assistance Manager (RAM) at FSC to obtain a SITES data package containing living

conditions information about the new overseas duty station. For members who are assigned and have elected an all others tour, ensure member is familiar with MILPERSMAN 1300-150 through 1300-210 concerning command sponsorship of family members.

e. **Suitability/Unsuitability Determination.** Determine suitability/unsuitability based on medical status, command review, and any other reliable information (chain of command, chaplain, family advocacy representative, command financial specialist, etc.). If waiver is required, submit per this article.

f. **Obligated Service (OBLISERV).** Ensure all enlisted members have sufficient OBLISERV to complete appropriate accompanied/unaccompanied Department of Defense (DOD) area tour. NAVPERS 1070/613 (Rev. 10/81), Administrative Remarks entries for OBLISERV are not authorized (see MILPERSMAN 1306-106). For enlisted Selective Reenlistment Bonus (SRB) issues, refer to the latest NAVADMIN.

## 2. Reporting Procedures

a. Concurrent with the release of overseas orders, transferring commands will receive a naval message from Navy Personnel Command (NAVPERSCOM), Distribution Department (PERS-4) that will direct a 15-day mandatory update. If required, readdress this message to the servicing medical treatment facility (MTF).

b. Initiate the overseas screening process immediately.

(1) **Suitable.** If member/family member(s) are determined to be **suitable**, report using format provided in **Exhibit 2**.

(2) **Unsuitable.** If member/family member(s) are determined to be **unsuitable**, report using format provided in **Exhibit 3**. If member or family member(s) is determined unsuitable, contact with the gaining command/MTF is required.

(3) **Interim Report.** If member/family member(s) suitability determination cannot be completed within 15 days, provide an interim report of suitability message using format provided in Exhibit 4. Continue to provide interim reports every 30 days until suitability determination can be made.

(4) **Copy - Enlisted/Officer.** In all cases, above reports will also be filed in the enlisted field service record or officer transfer package.

**3. Screening Requirements for Personnel Assigned to Remote Continental United States (CONUS) Locations**

a. **Remote Locations.** Based on accessibility of health care services, Bureau of Medicine and Surgery (BUMED) and NAVPERSCOM determined the following locations in the United States are considered remote and require an overseas screening per this article and MILPERSMAN 1300-302:

Alaska	Adak, Juneau, Kodiak
California	Bridgeport, San Clemente Island, San Nicholas Island
Florida	Key West
Hawaii	Barking Sands
Maine	Cutler, Winter Harbor
Nevada	Fallon
West Virginia	Sugar Grove

b. **Members not Suitable.** Class III Dental status personnel normally are not suitable for assignment due to limited dental capabilities.

4. **Change of Suitability Determination.** Once a member has been successfully screened by the transferring command, if any subsequent information, misconduct, or emergent medical condition renders member unsuitable (occurring at the transferring command or at any intermediate activity en route), hold orders in abeyance and notify NAVPERSCOM or Enlisted Placement Management Center (EPMAC) (in the case of non-designated SN/FN/AN) immediately. Ensure the member (and family member(s)) are aware of their responsibility to report any circumstances that may change their suitability status immediately, to avoid prosecution under UCMJ, article 107 for failing to do so.

**5. Waivers of Screening Requirements**

a. **CO Determination/Actions.** While the importance of adherence to overseas screening requirements cannot be over-emphasized, waivers will be granted on a case-by-case basis as conditions warrant. Individual COs are the best source of local/recent knowledge and judgment concerning the qualifications and potential of each member. Upon completion of

the overseas screening interview, if a member is not qualified for overseas assignment, but the CO considers a waiver in order, submit an unsuitable report per Exhibit 3 and provide justification/amplifying information why a waiver is recommended in para. 1D. The member will be considered **unsuitable** and is not authorized to transfer until a waiver authorization message is obtained from NAVPERSCOM or EPMAC (in the case of non-designated SN/FN/AN). File waiver in enlisted field service record or officer transfer package.

b. **Divorced Personnel.** For divorced personnel whose children are in legal custody of the ex-spouse, or for the family member(s) of a member separated from the spouse and the spouse has custody of any family member children, or the spouse/ex-spouse refuses to cooperate in family member overseas screening, participation of those family member(s) in the overseas screening process may be waived by the CO. CO waivers for legal custody do not require NAVPERSCOM endorsement. In all such cases the following actions are required:

(1) Record the results using NAVPERS 1300/16 (Rev. 01/03), Report of Suitability for Overseas Assignment (Exhibit 1) and interview the member to identify existing conditions that are likely to preclude the member from completing the overseas assignment.

(2) Make the following entry on NAVPERS 1070/613:

"I understand that family member overseas screening has been waived due to refusal of my family member(s) to participate in the screening process. I have indicated all known conditions of those family member(s) that may interfere with my serving the appropriate tour length. I understand that any pre-existing disqualifying family member screening factors cannot serve as the basis for my early return to CONUS from overseas. If later my family member(s) desire to accompany or join me overseas, I understand they must be screened and family member entry approval granted (where applicable) before they leave CONUS. I understand I will be required to serve the appropriate tour length per MILPERSMAN 1300-308."

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

Witnessed: \_\_\_\_\_

L. Kimble  
CDR, USN, Personnel Officer

(3) In cases where family member(s) refuse screening in other than a divorce/separation situation, request a waiver as outlined above. Member should sign the same NAVPERS 1070/613 entry as above if waiver is granted. Family member(s) will not accompany nor join member overseas unless they have been properly screened, determined to be suitable, and family member entry approval is granted (if applicable).

## EXHIBIT 1

### REPORT OF SUITABILITY FOR OVERSEAS ASSIGNMENT

SUPPORTING DOCUMENTATION OPNAVINST 1300.14C

<b>MEMBER'S NAME:</b>		<b>SSN:</b>	<b>DATE:</b>
<b>PRESENT SHIP/STATION:</b>	<b>UIC:</b>	<b>OVERSEAS LOCATION:</b>	<b>UIC:</b>
<b>NUMBER OF DEPENDENTS:</b>			
<p><b>PART I: COMMAND REVIEW - The purpose of the Command Review is to determine, via record review and personal interview, member and spouse/family member(s)' suitability for overseas duty/life in the assigned overseas location. (To be completed by Commanding Officer of transferring command.) Refer to MILPERSMAN Articles 1300-302 and 1300-304. Any questions checked "YES" (with the exception of questions 11 and 15), disqualifies member for overseas assignment. If command still recommends member should be considered for overseas assignment, submit waiver request per MILPERSMAN 1300-302.</b></p>			
1.	<input type="checkbox"/> YES <input type="checkbox"/> NO	Has the member or any spouse/family member(s) previously been reassigned, prior to normal tour completion, due to their unsuitability?	
2.	<input type="checkbox"/> YES <input type="checkbox"/> NO	(For Enlisted Personnel) Does the member refuse to obligate sufficient service (OBLISERV) to complete the prescribed tour? If "NO", ensure member reenlists (NAVPERS 1070/621) to incur sufficient OBLISERV, per MILPERSMAN 1306-106. Page 13 entries for OBLISERV are prohibited. <b>(OBLISERVE MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDERS)</b> . For SRB issues, see the current NAVADMIN.	
3.	<input type="checkbox"/> YES <input type="checkbox"/> NO	(E5 and above) Does the member, spouse, or family member(s) have serious problems of indebtedness, credit loss or other financial problems which have not been reconciled with the creditor(s) or interested parties (i.e., bankruptcy)?	
	<input type="checkbox"/> YES <input type="checkbox"/> NO	a. (E4 and below) Member must complete debt-to-income (DTI) ratio screening IAW OPNAVINST 1740.5A, (Command Financial Specialist Training Manual 15608). Is DTI ratio 30% or greater?	
4.	<input type="checkbox"/> YES <input type="checkbox"/> NO	Has the member been convicted for any civilian offense(s) (civil or criminal) within the last 24 months or had any involvement in any ongoing civil or criminal action?	
5.	<input type="checkbox"/> YES <input type="checkbox"/> NO	Has spouse or any family member(s) been convicted for any civilian offense(s) (civil or criminal) within the last 24 months or have any involvement in any ongoing civil or criminal action?	
6.	<input type="checkbox"/> YES <input type="checkbox"/> NO	Does the member have a record of any involvement with illegal drugs or alcohol within the past 24 months? For alcohol related cases, if member has completed an education or early intervention program, they are suitable for overseas assignment and this question can be answered "NO".	
7.	<input type="checkbox"/> YES <input type="checkbox"/> NO	Does the spouse/family member(s) have a record of any involvement with illegal drugs or alcohol within the past 24 months?	
8.	<input type="checkbox"/> YES <input type="checkbox"/> NO	Is the member or spouse/family member(s) involved in an open FAP (Family Advocacy Program) case that is still under investigation or for which treatment is still ongoing? (Any case/cases that has/have been adjudicated "Closed," shall not be considered disqualifying).	
	<input type="checkbox"/> YES <input type="checkbox"/> NO	a. In any case, does the local FAP representative have any reason to NOT favorably endorse member with family members for overseas duty?	
9.	<input type="checkbox"/> YES <input type="checkbox"/> NO	Was the member's spouse previously a member of the armed forces and the characterization of separation other than "Honorable"? Explain in the remarks section.	

<b>MEMBER'S NAME :</b>	<b>SSN :</b>	<b>DATE :</b>
10. <input type="checkbox"/> YES <input type="checkbox"/> NO Are there any concerns whether member/spouse has legal custody of all accompanying minor family members?		
11. <input type="checkbox"/> YES <input type="checkbox"/> NO Are any of the member's family members covered in a custody agreement? If "NO," go to question 12.		
<input type="checkbox"/> YES <input type="checkbox"/> NO a. Does agreement prevent removal of family members from CONUS without prior court approval or agreement between the interested parties? If "NO," go to question 12.		
<input type="checkbox"/> YES <input type="checkbox"/> NO b. Has member obtained prior court approval of requisite agreement from other interested party for removal of family members from CONUS, if required by state law? (Please note: Navy policy does not require a separate agreement if not required by state law.)		
12. <input type="checkbox"/> YES <input type="checkbox"/> NO Single parents/military couples with family members. Are there any reasons why family member care requirements can not be met in accordance with OPNAVINST 1740.4A?		
<b>NOTE:</b> While the unique situation of single parents with family members is not in itself disqualifying, this fact should be pointed out upon submission of message certification of screening to NAVPERSCOM (PERS-40)/(EPMAC.)		
13. <input type="checkbox"/> YES <input type="checkbox"/> NO (For Enlisted Personnel) Is member an initial accession enroute to their first duty station with pre-service moral waiver(s) (drug, alcohol, or criminal)?		
14. <input type="checkbox"/> YES <input type="checkbox"/> NO Does member have a history of unsatisfactory or below standard performance (any mark below 3.0) or any NJP's in the last two years?		
15. <input type="checkbox"/> YES <input type="checkbox"/> NO Has member and adult dependents received "Level I" Antiterrorism Force Protection (Level III for O-5/O-6 Commanding Officer Awareness Training), prior to transfer, and recorded on Page 13? (Contact your local Family Service Center if training is not available at your command)		
<b>FOR PERSONNEL E-3 AND BELOW: Ensure the member has been counseled that personnel in these paygrades, having family members, will not be assigned accompanied overseas duty. Members can be assigned unaccompanied based on readiness needs. (NOTE: Single E-3 and below who acquire (a) family member(s) en route and bring them without dependent entry approval/command sponsorship, will most probably return them at personal expense and serve the complete area tour unaccompanied.)</b>		
I have been counseled on the above: <input type="checkbox"/> YES <input type="checkbox"/> NO		
<b>MEMBER'S SIGNATURE :</b>		<b>DATE :</b>
<b>REMARKS :</b>		
I, _____, am aware that the failure to divulge disqualifying information or amplifying information (medical, dental, personal) pertaining to the questions on this checklist may ultimately result in disciplinary action punishable under the UCMJ.		
<b>MEMBER (NAME, RANK/RATE) :</b>	<b>MEMBER (SIGNATURE) :</b>	<b>DATE :</b>
<b>INTERVIEWER (NAME, RANK/RATE, COMMAND TITLE) :</b>	<b>INTERVIEWER (SIGNATURE) :</b>	<b>DATE :</b>

<b>MEMBER'S NAME:</b>	<b>SSN:</b>	<b>DATE:</b>
<b>PART II: RECOMMENDATION OF COMMANDING OFFICER (OR OIC) OF MEDICAL TREATMENT FACILITY.</b>		
Based on the information available as a result of screening and on the capabilities of the Medical/Dental Treatment Facility in the area of assignment to which ordered, the following recommendation is forwarded:		
1. Medical, dental and educational screening was conducted per BUMEDINST 1300.2.		
2. Recommendation is based on a review of NAVMED 1300/1, Part I and II. One form has been completed for each service and family member screened.		
3. If a shaded block is checked on NAVMED 1300/1, coordination is required with the gaining MTF/DTF supporting the overseas, remote duty or operational location or with the senior medical department representative of an operational platform. Coordination must indicate whether or not required medical, dental or educational capabilities are available.		
4. Family member screening is not required if an unaccompanied tour of 24 months or less (Exception: Screening is required for Diego Garcia/Souda Bay, Crete).		
5. Do not forward sensitive medical or personal information with this form.		
The following recommendation(s) are made based on a review of each NAVMED 1300/1, Part I and II, and if required, the response from the gaining MTF/DTF or senior medical department representative of the gaining command:		
<input type="checkbox"/> YES <input type="checkbox"/> NO <b>SERVICE MEMBER IS SUITABLE FOR THIS ASSIGNMENT.</b>		
<b>FAMILY MEMBERS SUITABILITY FOR THIS ASSIGNMENT:</b>		
<input type="checkbox"/> YES <input type="checkbox"/> NO   (NAME)	<input type="checkbox"/> YES <input type="checkbox"/> NO   (NAME)	
<input type="checkbox"/> YES <input type="checkbox"/> NO   (NAME)	<input type="checkbox"/> YES <input type="checkbox"/> NO   (NAME)	
<input type="checkbox"/> YES <input type="checkbox"/> NO   (NAME)	<input type="checkbox"/> YES <input type="checkbox"/> NO   (NAME)	
The following family member(s) were referred for Exceptional Family Member Program (EFMP) enrollment (DO NOT DELAY SCREENING FOR ESM DETERMINATION):		
NAME (s):		
<b>NAME OF CO/OIC OR DESIGNEE OF MEDICAL TREATMENT FACILITY:</b>	<b>DATE:</b>	<b>SIGNATURE OF CO/OIC OR DESIGNEE OF MEDICAL TREATMENT FACILITY:</b>



## EXHIBIT 2

### REPORT OF SUITABILITY FOR OVERSEAS ASSIGNMENT

(Use proper message format containing the following:)

```
FM SCREENING COMMAND
TO COMNAVPERSCOM MILLINGTON TN//PERS-40(enlisted only)/
PERS-451/PERS-Code for Detailer//
EPMAC NEW ORLEANS LA//47//(for non-designated SN, FN & AN)
INFO Gaining Overseas Activity
Gaining Medical Treatment facility if medical problem
identified.
BT
UNCLAS //N01300//
MSGID/GENADMIN/SCREENING COMMAND//
SUBJ/REPORT OF SUITABILITY FOR OVERSEAS ASSIGNMENT ICO NAME,
RANK RATE, SSN//
REF/A/DOC/DATE//
REF/B/GENADMIN/CNPC or EPMAC/DATE//
REF/C/type i.e., DOC, LTR, GENADMIN/originator/DATE or Date-
Time-Group//
NARR/REF A IS MILPERSMAN, REF B IS ORDERS (include TC no.), REF
C IS (i.e., correspondence to gaining medical treatment facility
for availability of service, etc., if applicable.)//
POC/NAME/RANK/IDENTIFIER/LOCATION/TEL:// (MANDATORY)
RMKS/1. OVERSEAS ASSIGNMENT SUITABILITY SCREENING PER REFS A
AND B HAS BEEN COMPLETED. SNM (AND DEPENDENTS if applicable)
ARE SUITABLE FOR OVERSEAS ASSIGNMENT:
    A. COMPLETED NAVPERS 1300/16, REPORT OF SUITABILITY FOR
OVERSEAS ASSIGNMENT WAS FILED IN MEMBER'S SERVICE RECORD AND
SIGNED BY NAME/RANK/TITLE/DATE.
    B. SNM HAS SUFFICIENT OBLISERV (OR WILL INCUR) TO COMPLETE
DOD AREA TOUR LENGTH.
    C. ANTI-TERRORISM TRAINING HAS BEEN COMPLETED AND FILED IN
SERVICE RECORD (INCLUDING DEPENDENTS).
2. ___ NUMBER OF DAYS TO COMPLETE SCREENING. (calculate from
date of receipt of message or from SDS print date)//
BT
```

### EXHIBIT 3

## REPORT OF UNSUITABILITY FOR OVERSEAS ASSIGNMENT

(Use proper message format containing the following:)

```
FM SCREENING COMMAND
TO COMNAVPERSCOM MILLINGTON TN//PERS-40(enlisted only)/
PERS-451/PERS-Code for Detailer//
EPMAC NEW ORLEANS LA//47//(for non-designated SN, FN & AN)
Losing MCA
Gaining MCA
INTENDED OVERSEAS ACTIVITY
INFO Intended Medical Treatment facility that cannot handle
member or family
BUMED WASHINGTON DC//31//(if medical unsuitability)
BT
UNCLAS //N01300//
MSGID/GENADMIN/SCREENING COMMAND//
SUBJ/REPORT OF UNSUITABILITY FOR OVERSEAS ASSIGNMENT ICO NAME,
RANK RATE, SSN//
REF/A/DOC/DATE//
REF/B/GENADMIN/CNPC or EPMAC/DATE//
REF/C/type i.e., DOC, LTR, GENADMIN/originator/DATE or Date-
Time-Group//
NARR/REF A IS MILPERSMAN, REF B IS ORDERS (include TC no.), REF
C IS (i.e., correspondence to gaining medical treatment facility
for availability of service, etc., if applicable.)//
POC/NAME/RANK/IDENTIFIER/LOCATION/TEL:// (MANDATORY)
RMKS/1. OVERSEAS ASSIGNMENT SUITABILITY SCREENING PER REFS A
AND B HAS BEEN COMPLETED. SNM IS UNSUITABLE FOR OVERSEAS
ASSIGNMENT:
    A. COMPLETED NAVPERS 1300/16, REPORT OF UNSUITABILITY FOR
OVERSEAS ASSIGNMENT WAS FILED IN MEMBER'S SERVICE RECORD AND
SIGNED BY NAME/RANK/TITLE/DATE.
    B. APPROPRIATE NAVPERS 1070/613, ADMINISTRATIVE REMARKS
ENTRY WAS COMPLETED AND SIGNED BY NAME/RANK/TITLE/DATE.
    C. Reason for unsuitability.
    D. Request for waiver and state justification for waiver
request if applicable.
2. ___ NUMBER OF DAYS TO COMPLETE SCREENING. (calculate from
date of receipt of message or from SDS print date)//
BT
```

## EXHIBIT 4

### INTERIM REPORT OF SUITABILITY FOR OVERSEAS ASSIGNMENT

(Use proper message format containing the following:)

```
FM SCREENING COMMAND
TO COMNAVPERSCOM MILLINGTON TN//PERS-40(enlisted only)/
PERS-451/PERS-Code for Detailer//
EPMAC NEW ORLEANS LA//47//(for non-designated SN, FN & AN)
INFO Gaining Overseas Activity
Gaining Medical Treatment facility if medical problem
identified.
BT
UNCLAS //N01300//
MSGID/GENADMIN/SCREENING COMMAND//
SUBJ/INTERIM REPORT OF SUITABILITY FOR OVERSEAS ASSIGNMENT ICO
NAME, RANK RATE, SSN//
REF/A/DOC/DATE//
REF/B/GENADMIN/CNPC or EPMAC/DATE//
REF/C/type i.e. DOC, LTR, GENADMIN/originator/DATE or Date-
time-group//
NARR/REF A IS MILPERSMAN, REF B IS ORDERS (include TC no.), REF
C IS (i.e., correspondence to gaining medical treatment facility
for availability of service, etc., if applicable.)//
POC/NAME/RANK/IDENTIFIER/LOCATION/TEL:// (MANDATORY)
RMKS/1. OVERSEAS ASSIGNMENT SUITABILITY SCREENING PER REFS A
AND B IS IN PROCESS. Explain reason for delay (Medical, Dental,
etc.) and provide estimated completion date.
BT
```

**NOTE:** Provide an updated interim report every 30 days until suitability determination can be made.

## MILPERSMAN 1300-306

### EARLY RETURN/REASSIGNMENT DUE TO UNSUITABILITY

<b>Responsible Office</b>	NAVPERSCOM	Phone:	
	(PERS-40DD for Enlisted)	DSN	882-3545
	(Applicable Detailers	COM (901)	874-3545
	for Officers and	FAX	882-2647
	Enlisted TARs)		

<b>References</b>	OPNAVINST 1754.2A OPNAVINST 6000.1A OPNAVINST 1740.4A OPNAVINST 4650.15
-------------------	--

1. **Purpose.** The purpose of the Early Return/Reassignment Program is to ensure the availability and continuity of care for military dependents currently stationed outside the Continental United States (OCONUS), or within the Continental United States (CONUS), where required medical care, treatment, educational needs, or facilities are **not** available through military or civilian sources. The program is designed as a means through which members may be returned to CONUS from an OCONUS duty station for unusual circumstances not covered under other existing policies or regulations.

2. **Procedures**

a. **Report Submission**

(1) All requests for early return/reassignment must be submitted as an Overseas Screening Deficiency Report (OSDR)/Request for Early Return (Exhibit 1) by message.

(2) Ensure the transferring medical treatment facility's (MTF) name and unit identification code (UIC) are provided in para. 1C of the OSD/Request for Early Return message.

(3) Requests for early return/reassignment will be submitted expeditiously, within 10 working days of receipt of information justifying submission, as these requests involve situations requiring timely medical or other support services intervention not readily available at the current duty station. An understanding of all the factors that necessitated the

request submission are required prior to making a decision. Submission of a partial request is discouraged as it delays the timely processing of the request. Inclusion of additional information to ensure clarity and provide justification for submitting the request is strongly recommended.

b. **Officers.** For officers, provide a copy of NAVPERS 1300/6 (Rev. 01-03), Report of Suitability for Overseas Assignment to the applicable Detailer and Placement Officer.

c. **Transfer/Assignment Decision.** Navy Personnel Command (NAVPERSCOM), Enlisted Placement Management Center (EPMAC), or Naval Reserve Personnel Center (NAVRESPERSCEN), as appropriate, will decide each case on its merits. If request for early return/reassignment is approved, ensure the appropriate service record entry is completed on NAVPERS 1070/613 (Rev. 10/81), Administrative Remarks, indicating reason for submission of request.

(1) Requests submitted due to unsuitability/descreening of family member(s) will result in the transfer of member and family member(s) to an assignment for which eligible based upon the Exceptional Family Member (EFM) category assigned.

(2) Assignment will be per requisition priority and sea/shore rotation to valid billets of member's rate. Assignments made due to EFM issues do not alter sea/shore rotation. Assignments will normally be made within the same manning control authority (MCA), i.e., West Coast personnel to West Coast billets.

(3) Orders directing transfer will normally be issued within 21 days. Detachment from current duty station will be directed to take place within 60 days of orders being released, unless a specific detachment date is requested.

d. **Exceptional Family Member(s)**

(1) Members with EFM(s) will complete forms per MILPERSMAN 1300-700. Enrollment in the EFM program is mandatory per OPNAVINST 1754.2A and must be completed prior to submission of an early return/reassignment request.

(2) Assignment of an EFM category will be accomplished by NAVPERSCOM, Personal and Family Readiness Branch (PERS-662)

prior to a decision being made regarding a request for early return/reassignment.

e. **Not a Discipline Substitute.** This procedure shall not be used as a means of transferring personnel in lieu of appropriate disciplinary or administrative action, i.e., nonjudicial punishment (NJP), courts-martial, administrative separation processing, etc., but shall be restricted to those cases where transfer is the only feasible solution.

f. **E-3 and below Personnel.** As provided for elsewhere in this article, E-3 and below personnel with dependent(s) or E-3 and below personnel who are pregnant will not normally be assigned OCONUS.

(1) Immediately upon reporting, if it is determined the member, E-3 and below, has acquired dependent(s), appropriate action as authorized in this article should be taken.

(2) Submission of an OSD/Request for Early Return must be submitted immediately, if deemed appropriate.

g. **Medical Issues.** Members with medical issues for which the local MTF cannot provide care or treatment will utilize the Medical Evacuation (MEDIVAC) process vice Early Return/Reassignment Program

(1) For pregnancies of members that occur after arrival at new permanent duty station, submit a pregnancy avails (DP availability) report.

(a) If a member detaches an old permanent duty station while pregnant or becomes pregnant enroute and reports to the new overseas permanent duty station and an early return/reassignment is deemed appropriate, submit a DP Avail and OSD (Exhibit 1).

(b) OPNAVINST 6000.1A contains policies and procedures regarding pregnant members.

(c) Information relative to single members and military married to military with dependent(s) is contained in OPNAVINST 1740.4A.

(2) When it is determined that family member(s) of a member will be descreened and movement of the family member(s)

only is appropriate, return family member(s) to the nearest CONUS MTF capable of providing care/treatment. Refer to OPNAVINST 4650.15 for additional guidance.

**4. Overseas Screening Deficiency Report**

a. An OSDR will be submitted when an overseas command receives improperly screened personnel/family member(s). It is a report of discrepancies in the screening process conducted by the previous duty station that **does not require an early return**. This message is used to report discrepancies in the screening conducted by the transferring command. The subject line should reflect OSDR ONLY when the noted discrepancy will not require early return of the member and/or family member(s), but does require addressing improper screenings to prevent further occurrences.

b. The MCA shall task the immediate superior in command (ISIC) of the transferring activity to correct those conditions that caused the improper screening

c. The OSDR (Exhibit 1) is sent to the following:

For...	Message Addressee...	And...	Info...
Non-designated SN/FN/AN	EPMAC NEW ORLEANS LA	<ul style="list-style-type: none"> <li>• Transferring/ Screening Command</li> <li>• Transferring MCA</li> <li>• Servicing Personnel Support Detachment (PSD)</li> <li>• Gaining MCA</li> <li>• Gaining ISIC</li> </ul>	COMNAVPERSCOM MILLINGTON TN (PERS-451/ PERS-662)
Enlisted TARS only	NAVRESPERSCEN NEW ORLEANS LA		
Medical Deficiencies	BUMED WASHINGTON DC (31)		

5. Overseas Screening Deficiency Report/Request for Early Return

a. This reports discrepancies in the screening process conducted by the previous duty station that **require an early return** of the member/family member(s) after reporting to the receiving command.

b. It also requests early return of family member(s) and members who were properly screened at time of transfer, **but after transferring** developed problems resulting in unsuitability for overseas duty and transfer is the only feasible solution.

c. Requests for early return will be submitted to the following:

For...	Message Addressee...	And...	Info...
Enlisted Members	COMNAVPERSCOM MILLINGTON TN (PERS-40/PERS-40DD/ PERS-451/PERS-662)	<ul style="list-style-type: none"> <li>• Area Commander</li> <li>• MCA</li> <li>• Last Permanent Duty Station</li> </ul>	BUMED WASHINGTON DC (31)
Officers	COMNAVPERSCOM MILLINGTON TN (PERS-451/PERS-662/ Applicable Detailer/ Placement Officer)		
Non-designated SN/FN/AN	EPMAC NEW ORLEANS LA		
Enlisted TARS only	NAVRESPERSOEN NEW ORLEANS LA		

## EXHIBIT 1

### OVERSEAS SCREENING DEFICIENCY REPORT/REQUEST FOR EARLY RETURN

FM PARENT COMMAND  
TO COMNAVPERSCOM MILLINGTON TN//PERS-40/PERS-40DD (Enlisted  
Only)/PERS-662/PERS-451/PERS-code for Detailer/PERS-code for Placement  
Officer (Officers Only)//  
NAVRESPERS-CEN NEW ORLEANS LA//N4// (Enlisted TARS Only)  
EPMAC NEW ORLEANS LA//EP47// (for non-designated SN, FN & AN)  
PREVIOUS DUTY STATION//  
INFO MCA  
PSD  
ISIC  
BUMED WASHINGTON DC//31//  
Others as appropriate  
BT  
UNCLAS //N01300//  
MSGID/GENADMIN/PARENT CMD//  
SUBJ/OVERSEAS SCREENING DEFICIENCY REPORT/REQUEST FOR EARLY /RETURN ICO  
NAME/RATE/RANK/DESIGNATOR/SSN//  
REF/A/DOC/MILPERSMAN/DATE//  
AMPN/REF A IS MILPERSMAN 1300-306//  
POC/NAME/RANK/RATE/IDENTIFIER/LOCATION/TEL: // **(MANDATORY)**  
RMKS/1. IAW REF A, THE FOLLOWING IS SUBMITTED DUE TO IMPROPER SCREENING  
AND/OR REQUEST FOR EARLY RETURN FROM OVERSEAS DUTY:  
A. MEMBER: NAME, RATE/RANK, and SSN  
B. WAS REPORT AND SUITABILITY FOR OVERSEAS ASSIGNMENT (NAVPER 1300/16)  
FILED IN SERVICE RECORD? GIVE NAME/RANK/TITLE/DATE OF INDIVIDUAL SIGNING  
NAVPER 1300/16.  
C. PREVIOUS DUTY STATION AND UIC.  
PREVIOUS MEDICAL TREATMENT FACILITY AND UIC. (if medical)  
D. EXPLAIN FULLY THE REASON SNM/FAMILY MBR IS CONSIDERED IMPROPERLY  
SCREENED. INCLUDE THE FOLLOWING: **(MANDATORY)**  
(1) DID THESE REASONS EXIST PRIOR TO TRANSFER FROM CONUS?  
(2) WAS MEMBER AWARE OF DISQUALIFYING FACTORS PRIOR TO TRANSFER FROM  
CONUS?  
(3) SHOULD THESE REASONS HAVE BEEN DETECTED IN OVERSEAS SCREENING  
PROCESS?  
E. (If applicable) WAS ENROLLMENT IN THE EXCEPTIONAL FAMILY MEMBER  
PROGRAM INITIATED MILPERSMAN 1300-700?  
F. IF SNM WAS PROPERLY SCREENED; DID PROBLEMS DEVELOP AFTER ARRIVAL  
OVERSEAS? EXPLAIN FULLY.  
G. IS SNM (AND/OR FAMILY MEMBER(S)) CONSIDERED marginally UNSUITABLE  
BUT COULD CONTINUE OVERSEAS DUTY? EXPLAIN FULLY.  
H. ARE DISQUALIFYING FACTORS SO SEVERE THAT SNM SHOULD BE REASSIGNED TO  
CONUS EARLY? EXPLAIN FULLY. **(MANDATORY)**//  
BT

**NOTE:** This form can be utilized for overseas screening deficiency reports/requests for early returns. Delete portions that are not applicable. Include additional information as appropriate to justify and support a decision to early return/reassignment.

## MILPERSMAN 1300-308

### TOUR LENGTHS AND TYPES

<b>Responsible Office</b>	NAVPERSCOM (PERS-451)	Phone:	DSN	882-4185
			COM	(901) 874-4185
			FAX	882-2693

<b>References</b>	DODD 1315.7 of 7 Jan 87 OPNAVINST 1300.15 OPNAVNOTE 4600 NAVSO P-6034, Joint Federal Travel Regulations (JFTR)
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1. **Key Billets**. Key/continuity billets shall be limited to positions where the continued presence of a member is determined to be absolutely essential to the mission of the activity or unit, or to the U.S. presence in that area. Such designations shall require members to serve 24 months even if they decline to serve the tour accompanied, and shall be established only at overseas duty stations per DODD 1315.7.

2. **Overseas Tour Lengths**. Overseas tour lengths are the normal periods of time established for duty at specific locations outside the contiguous 48 United States and the District of Columbia per OPNAVINST 1300.15.

a. **Commencement of Tour**

(1) Time creditable on an overseas tour begins with the day of departure from the 48 states, if member is not taking leave outside the continental United States (OCONUS). For members taking leave OCONUS, the area tour will commence upon termination of leave.

(2) In the case of members whose overseas duty results from the change of homeport of a vessel, or is with the commissioning crew of a vessel to be homeported outside the United States, the overseas duty commences on the effective date of the overseas location becoming the homeport of the vessel, regardless of location of the vessel on that date. See Exhibit 1.

b. **Adjusted Tour Lengths.** In the case of members who report overseas without family member(s) and the movement of family member(s) is subsequently authorized, upon arrival of family member(s) and after being recognized as command-sponsored family member(s) (per this chapter and any supplemental instructions issued by the area commander), COs shall report such designation to NAVPERSCOM. The tour length shall be adjusted to that prescribed for members with family member(s), or to provide for 1 year of service at the overseas station, computed from the date of recognition of family member(s) as command-sponsored, whichever is considered to be in the best interests of the service.

c. **Fleet Marine Forces (FMF).** Naval members assigned to duty with units of the FMF will be toured per pertinent Marine Corps directives.

d. **Units Transitioning.** Detailed guidance concerning tour lengths for members assigned to units transitioning to Type Duty Code "4" or Type Assignment Code "D" is provided in MILPERSMAN 1300-312.

e. **Ships/Activities Permanently Homeported Overseas - Out of Homeport.** Members serving on ships or activities permanently homeported overseas usually experience personal hardships when executing a permanent change of station (PCS) order while out of homeport.

(1) These members must use leave and travel time to return to homeport, arrange household goods shipment and await transportation to CONUS.

(2) During leave period, the member is not entitled to temporary lodging allowance (TLA) and is required to bear out-of-pocket expenses while awaiting transportation.

(3) To alleviate these problems when transferring a member under PCS orders while out of homeport, the CO is authorized to include on orders "Temporary Duty for Further Transfer (TEM DU FFT)" for a period not to exceed 10 days at homeport of ship awaiting transportation to ultimate duty station.

f. **Shortened Tour Length.** Tours shall meet DOD overseas tour lengths; however, overseas tours 60 days short of the prescribed tour length do not require waivers. Members may be reassigned within 60 days before completion of the full tour length and be considered as having completed the full DOD Area Tour. This 60-day window does not exempt the requirement, if applicable, for submission of other type waivers (e.g., obligated service (OBLISERV), minimum tour for separation, etc.). Waivers for curtailment of overseas tours must be approved per MILPERSMAN 1300-304.

g. **Officer only:**

(1) **Overseas Homeports.** Tour length for ships and squadrons homeported overseas will normally be the Department of Defense (DOD) tour length prescribed in Exhibit 1. Exceptions include officers assigned to duty afloat and to deployable units stationed ashore, which are set by Secretary of the Navy (SECNAV).

(2) **Overseas Commanding Officer (CO) Ashore.** Overseas CO ashore tour lengths will be written so the initial PRD complies with the applicable DOD overseas tour length.

(3) **Hawaii and Alaska.** Hawaii and Alaska have a minimum tour of 36 months with no mandatory rotation date established. Shore tours will be 36 months (or other DOD area tour specified). Sea tour lengths will be per Navy policy.

(4) **DOD Area Shore Tour.** All officers assigned to overseas duty must be ordered to serve the DOD area shore tour for unit identification codes (UICs) having Type Assignment (T/A) codes of "O," "H," "A," or the SECNAV prescribed sea tour for UICs having a T/A Code of "C" or "D."

(5) **Overseas Non-Rotating Ships, Staffs, and Aviation Squadrons.** Officers assigned to overseas non-rotating ships, staffs, and aviation squadrons will serve a tour length prescribed by NAVPERSCOM based upon the recommendation of fleet commanders, regardless of location of the officer's family member(s).

(a) Tour lengths prescribed by Exhibit 1 will be adhered to as closely as possible to maintain personnel stability within fleet units.

(b) Such tour lengths will not normally exceed those prescribed by Exhibit 1 for accompanied/unaccompanied members assigned to land stations in the same overseas areas.

(6) **Orders - ATEXT or PTEXT.** Officer orders to overseas activities will contain either ATEXT A65003 or PTEXT P73013. This action will eliminate confusion regarding tour length differences for overseas shore duty, overseas homeported ships, and aviation squadron/afloat staffs.

h. **Enlisted only:**

(1) **Hawaii Tour Lengths.** Projected rotation dates (PRDs) for enlisted members assigned to duty in Hawaii will coincide with their prescribed sea tour or normal shore tour as appropriate, but in no case for less than 3 years. For first-term members refer to MILPERSMAN 1306-126.

(2) **Nuclear-Qualified/Trident Technicians.** Tour lengths for enlisted nuclear-qualified operators and enlisted Trident technicians are currently **excluded** from the provisions of this article. Tour lengths for such members will be dictated by situational requirements.

(3) **Submarines Permanently Homeported in Guam.** Tour length for career enlisted members assigned to submarines permanently homeported in Guam will be 36 months. Following completion of the first 24 months of their prescribed sea tour, members will be eligible for Overseas Tour Extension Incentive Program (OTEIP) benefits (must be requested).

(4) **Continental United States (CONUS) Homeports.** Tour lengths for ships and squadrons that are homeported in CONUS, but operate in an overseas area for 1 year or more are 12 months. These units are listed in OPNAVNOTE 4600.

(5) **First-Term Members.** For first-term enlisted members see MILPERSMAN 1306-126.

3. **Overseas Tour Length Types and Options.** During the interview conducted per MILPERSMAN 1300-300 through 1300-304, members shall be given the opportunity to elect whether they desire to be accompanied by family member(s), serve in an unaccompanied status, or postpone their decision until after reporting to their overseas duty station. Delayed decisions must be made not later than 90 days after reporting. Members

not making a tour election within 90 days after reporting will be presumed to have elected to serve in an accompanied status.

a. **Types.** Overseas tour length types are as follows:

(1) **Accompanied (with Family Member(s)).** Assigned to members accompanied by command-sponsored family member(s), and to some members who have no family member(s).

(2) **Unaccompanied (All Others).** Assigned to members not accompanied by command-sponsored family member(s).

b. **Service Record Entries.** The CO shall cause the following service record entries to be made when the member indicates a decision has been reached regarding options available.

(1) **For accompanied tours** make the following entry on NAVPERS 1070/613 (Rev. 10/81), Administrative Remarks:

"I fully understand the contents of MILPERSMAN 1300-308 and have elected the accompanied (with family member(s)) tour prior to my transfer from my present duty station."

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

Witnessed: \_\_\_\_\_  
L. Kimble  
CDR, USN, Personnel Officer

(2) **For unaccompanied (all others) tours** make the following entry on NAVPERS 1070/613:

"I fully understand the contents of MILPERSMAN 1300-308 and have elected the unaccompanied (all others) tour prior to my transfer from my present duty station. I also understand per NAVSO P-6034-1, family member(s) travel to overseas duty station at government expense is not authorized."

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

Witnessed: \_\_\_\_\_  
J. Christopher  
CDR, USN, Personnel Officer

(3) **For postponed decisions** make the following entry on NAVPERS 1070/613:

"I fully understand the contents of MILPERSMAN 1300-308 and desire to make my election of an accompanied (with family member(s)) or unaccompanied (all others) tour within 90 days after I report to my new duty station."

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

Witnessed: \_\_\_\_\_  
C. Wirtz  
CDR, USN, Personnel Officer

**c. Change from Unaccompanied to Accompanied.** If, after choosing an unaccompanied (all others) tour and orders have been endorsed accordingly, the member desires the longer accompanied (with family member(s)) tour, submit a request to NAVPERSCOM.

(1) The request will normally not be approved in any instance where the member has already been furnished transportation of family member(s)/household effects at government expense to a place designated by the member, or has

received a trailer allowance in connection with member's first election to serve unaccompanied.

(2) If the request is approved, a modification of the member's orders and a NAVPERS 1070/613 entry shall be made. The member may then request entry approval and transportation of family member(s) in the normal manner.

d. **Tour after Early Return of Family Member(s).** Members whose family member(s) were furnished early return transportation from the member's overseas duty station under the provisions of NAVSO P-6034-1, volume 1, chapter 5, part U will be required to complete the prescribed accompanied tour.

#### 4. Tour Adjustments

a. Requests for adjustments of overseas tours shall be submitted by letter to the assignment control authority (ACA) reflected in MILPERSMAN 1300-310.

b. Such requests must contain sufficient information to facilitate an accurate determination. Examples of situations when PRDs require adjustments are as follows:

(1) Correction of erroneous PRDs.

(2) Members reporting without family member(s), with movement of family member(s) subsequently authorized.

(3) Family member(s) arriving in a "tourist status" or are newly acquired and subsequently become "command sponsored" family member(s).

(4) Return of family member(s) not at the option of member, nor as a result of misconduct.

(5) Member voluntarily elects to serve accompanied tour.

5. Consecutive Overseas Tour (COT). A COT occurs when a member is moved PCS from one overseas duty station to another. It may be an in-place, intra-theatre, or inter-theater reassignment as defined in DODD 1315.7.

a. **Serve Full Tours.** Members under COT orders will normally serve the full DOD area tour on both the initial and

follow-on shore tour(s) (either accompanied or all others, as appropriate).

b. **Involuntary COTs in Different Areas.** In the case of involuntary COTs in different areas, travel of family member(s), command-sponsorship, and shipment of household goods to the follow-on area are authorized at government expense, provided the member has at least 12 months to serve in the area after scheduled arrival of family member(s)/household goods.

c. **Overseas-to-Overseas Assignments.** For all overseas-to-overseas assignments, transferring commands **must re-screen** members and family member(s) to determine their suitability. The screening CO may waive the medical portion of the overseas screening if the transferring and gaining commands are serviced by the same medical treatment facility (MTF) and no medical disqualifying issues exist.

d. **Leave Travel.** Members assigned to COTs may be eligible for leave travel between assignments under provisions of NAVSO P-6034-1. The following policy applies to COT leave travel eligibility:

(1) An in-place consecutive overseas tour (IPCOT) (no-cost permanent change of activity (PCA) move) must include two full DOD or SECNAV prescribed tours (accompanied or unaccompanied, as appropriate), or their equivalent. Our goal is to approve as many IPCOT requests as possible while considering manning concerns, fleet balance, and readiness impact.

(2) For intra-theater and inter-theater COTs (cost PCS), the two tours must be at least the equivalent of two unaccompanied tour lengths. The second tour will normally be ordered for the **full** DOD or SECNAV tour length (accompanied or unaccompanied, as appropriate). Requests for COTs are also encouraged and will be approved when possible.

(3) Members reassigned under low-cost move provisions are not entitled to COT leave travel if they are not assigned to a full DOD follow-on tour.

(4) If a member is reassigned on a COT and the aggregate of the tour lengths is less than the equivalent of two unaccompanied tours, an overseas tour length waiver must be obtained from the SECNAV to authorize COT leave travel; however,

the second tour must be for a full DOD area tour, either accompanied or unaccompanied.

(5) To be entitled to COT leave travel the member must complete the appropriate DOD or SECNAV area tours listed in Exhibit 1, whether assigned to a land-base activity or afloat unit. Family member(s) are entitled to COT leave travel only when they are residing with their sponsor who will serve consecutive accompanied by family member(s) tours. Family member(s) may be authorized to travel with their sponsor at the time the sponsor is granted leave travel, or they may travel independently of the sponsor. COT leave travel will normally be performed between the two consecutive overseas tours involved; however, the member may elect to defer COT leave travel between the two tours of duty for up to 1 year after reporting to the second overseas tour of duty.

(6) As an exception, a member on PCS orders requiring member and/or family member(s) to traverse CONUS to complete the PCS must perform the COT leave travel at that time unless a deferment is authorized or approved by NAVPERSCOM, Officer/Enlisted PCS/TEM DUINS/TAD Fiscal Management Branch (PERS-454). Requests will only be approved for unusual circumstances which preclude the member and/or family member(s) from taking COT leave while in CONUS and must be submitted, and authorization received, prior to member's transfer.

(7) In all cases, the leave travel prescribed by NAVSO P-6034-1 must be performed before the expiration of 1 year after date on which the member begins the consecutive tour of duty at the same permanent duty station (PDS) or reports to any Personnel Support Detachment (PSD) OCONUS. NAVPERSCOM (PERS-454) authority not required for deferment of COT leave travel when member is not traversing CONUS.

(8) COT leave travel to a location more distant than the member's home of record (HOR) will be authorized by NAVPERSCOM, Executive Services and Transportation Branch (PERS-322) for unusual circumstances, i.e., member's old and new PDS and HOR in same geographic location, or travel to HOR in conjunction with travel via designated location of family member(s) when both HOR and designated location of family member(s) is in the same country. Request must be submitted and authorization received prior to member's transfer.

(9) COT leave travel within CONUS is normally performed via common carrier (rail, bus or air) procured at government expense. Travel via privately owned vehicle (POV) should be requested from NAVPERSCOM and authorization received prior to member's transfer.

6. **Overseas Assignments for Nuclear-Trained Members**. Nuclear-trained members are presently being assigned to overseas duty on Performance Monitoring Teams (PMTs), in radiological control (RADCON) divisions, and nuclear planner or nuclear repair billets in overseas tenders.

a. Nuclear-trained members and engineering laboratory technicians (ELTs) will be assigned to those billets for the prescribed area tour as follows:

<b>LOCATION</b>	<b>ACCOMPANIED (W/FAMILY MEMBERS)</b>	<b>UNACCOMPANIED (ALL OTHERS)</b>
Holy Loch, Scotland	24	24
La Maddalena, Sardinia	24	24
Guam	24	24

b. Extension of duty beyond above tour lengths will be considered on a case-by-case basis.

## EXHIBIT 1

### OVERSEAS DUTY TOUR LENGTHS FOR PERSONNEL PERMANENTLY LOCATED OUTSIDE THE CONTINENTAL LIMITS OF THE UNITED STATES OR IN ALASKA OR HAWAII (OTHER THAN THE DEFENSE ATTACHE SYSTEM)

Country or Area	Tours in Months (See Note A)		Notes
	Accompanied (W/Family Members)	Unaccompanied (All Others)	
ALASKA (except as Indicated)	36	36	B
ADAK	N/A	12	G
ALBANIA	24	12	
ANTARCTIC REGION	N/A	TBD	
AMERICAN SOMOA	N/A	12	
ARGENTINA	36	24	
ASCENSION ISLAND	24	12	
AUSTRALIA (except as indicated)	36	24	
ALICE SPRINGS AND WOOMERA	24	15	
EXMOUTH	24	24	
AUSTRIA	36	24	
BAHAMAS			
ANDROS ISLAND	24	24	
BAHRAIN	24	12	C, F
BELGUIM	36	24	
BEATRIX	N/A	12	
BELIZE	24	12	
BENIN	24	12	
BERMUDA	36	24	
BOLIVIA	24	18	
BOSNIA	N/A	12	
BRAZIL	36	24	
BRITISH INDIAN OCEAN TERRITORY (as indicated)			
BOTSWANNA	24	12	
DIEGO GARCIA	N/A	12	
CAMBODIA	N/A	12	
CANADA (except as indicated)	36	24	
NANOOSE, GOOSE BAY, LABRADOR	24	12	
NEWFOUNDLAND (except as indicated)	24	12	
ARGENTIA	24	18	
CHAD	24	12	
CHILE	36	24	
COLOMBIA	24	18	
CUBA			
GUANTANAMO	30	18	G
MARINE BARRACKS	24	12	
CYPRUS	24	18	
DENMARK (except as indicated)	36	24	
GREENLAND (KALAALLIT NUAAT)	N/A	12	
EQUADOR	N/A	12	
EGYPT (except as indicated)	24	18	
SINAI	N/A	12	

Country or Area	Accompanied (W/Family Members)	Unaccompanied (All Others)	Notes
EL SALVADOR	N/A	12	
FRANCE	36	24	
GERMANY (except as indicated)	36	24	
DONAUESCHINGEN	24	12	
GIBRALTAR	36	24	
GREECE (except as indicated)	24	15	
LARISSA	24	12	
ARAXOS, ARGYROUPOULIS, DRAMA, HORTIATIS	N/A	12	
LEVKAS, PERIVOLAKI, YIANNITSA	N/A	12	
CRETE (except as indicated)	24	18	
SOUDA BAY	N/A	12	
GUAM (except as indicated)	24	24	<b>F</b>
EODMU FIVE (UIC 30215)	36	36	
SUBMARINES	36	36	<b>D</b>
GUATEMALA	36	24	
HAWAII (except as indicated)	36	36	<b>B, E, F</b>
BARKING SANDS, KAUAI, KMC KILAUEA	30	18	
POHAKULOA TRAINING AREA	24	18	
HONDURAS	N/A	12	
HONG KONG	36	24	
ICELAND (except as indicated)	30	18	<b>G</b>
MARINE BARRACKS	24	12	
HOFN	N/A	12	
INDIA	24	12	
INDONESIA	24	12	
ISRAEL	24	12	
ITALY (except as indicated)	36	24	<b>F</b>
GHEDI, MARTINA FRANCA, MT. CORNA	24	18	
MT. VENDA, RIMINI	24	18	
MT. VERGINE	24	15	
MT. FINALE LIGURE, MT. LIMBARA, MT. NARDELO, MT. PAGANELLA, PIANO DI CORS	N/A	12	
SARDINIA (as indicated)			
LA MADDALENA	24	24	
DECIMOMANNU AB	24	15	
SICILY (as indicated)			
PACHINO TARGET RANGE MARZA (UIC 47201)	N/A	12	
COMISO	24	12	
SIGONELLA	36	24	
CDR TASK FORCE 67 DET NAPLES (UIC 47125)	24	18	
JAMAICA	24	12	
JAPAN (except as indicated)	36	24	<b>F</b>
AKIZUKI KURE	24	12	
IE SHIMA, OKUMA, SEBURIYAMA	N/A	12	
KUMA SHIMA, UIC 41654, UIC 41975	N/A	12	
WAKKANAI	24	15	

Country or Area	Accompanied (W/Family Members)	Unaccompanied (All Others)	Notes
JAPAN (CONTD)			
OKINAWA (RYUKYU IS) (except as indicated)	36	24	
MCAS FUTEMA, MCB BUTLER	36	12	
3 <sup>RD</sup> MARINE DIVISION, III MAF	N/A	12	
PHIBGRU ONE	24	18	<b>F</b>
UICs 44577, 44578, 48094, 55211, 57079, 67360, 67436	36	12	
JOHNSTON ATOLL	N/A	12	
JORDAN (except as indicated)	24	12	
AMMAN	24	18	
KENYA (as indicated)			
NAIROBI	24	18	
MOMBASA	24	12	
KOREA (except as indicated)	N/A	12	
CAMP CARROLL, CAMP HUMPHREYS, CAMP MARKET, CAMP RED CLOUD, CAMP WALKER, CHINHAE, HIALEAH, K-2 AB, KIMHAE, OSAN AB, PUSAN, PYONGTAEK, SEOUL, SUWON, TAEGU, AND YONGSAN	24	12	
KUWAIT	24	12	
LAOS	N/A	12	
LIBERIA	24	18	
MALAYSIA	36	24	
MEXICO	24	18	
MIDWAY ISLAND	N/A	12	
MONGOLIA	24	24	
MOROCCO (except as indicated)	24	12	
CASABLANCA	24	12	
ERRACHIDIA	N/A	12	
NETHERLANDS (except as indicated)	36	24	
ARUBA	24	18	
CURACAN	N/A	12	
NEW ZEALAND	36	24	
NICARAGUA	24	18	
NIGER	24	12	
NORWAY	24	24	
PAKISTAN	24	18	
PANAMA (except as indicated)	36	24	
GALETA ISLAND	24	18	
FORT SHERMAN	N/A	12	
UICs 32112, 47560, 52520, 54035, 47215	24	12	
PARAGUAY	24	18	
PERU	30	18	
PHILLIPINE ISLANDS (except as indicated)	N/A	12	
JUSMAG, METRO MANILA	24	18	
PORTUGAL (except as indicated)	36	24	
AZORES ISLANDS	24	15	
PUERTO RICO (except as indicated)	36	24	<b>F</b>
PONCE (FT. ALLEN), ISABELA	36	18	
VIEQUES ISLAND	N/A	12	

Country or Area	Accompanied (W/Family Members)	Unaccompanied (All Others)	Notes
QATAR	24	12	
ROMANIA BUCHAREST	24	24	
SAUDI ARABIA	24	12	
USMTM SELECTED POSITIONS	N/A	12	
SENEGAL	24	12	
SEYCHELLES (as indicated)			
MAHE ISLANDS	24	12	
SINGAPORE	36	24	
SOMALIA	24	12	
SPAIN (except as indicated)	36	24	<b>F</b>
ALCOY, CONSTANTINA, ELIZONDO ROSAS, VILLATOBAS	30	18	
EL FERROL	24	24	
SONSECA	24	18	
MORAN AB	24	15	
SANTIAGO	N/A	18	
BALEARIC ISLANDS, GORREMANDI	N/A	15	
ADAMUZ, CIUDAL REAL, ESTACA DEVARES	N/A	12	
SUDAN	24	12	
SWEDEN	36	24	
THAILAND (except as indicated)	24	18	
BANGKOK	36	24	
TUNISIA	24	18	
TURKEY (except as indicated)	24	15	
ELMADAG, KARATAS, MALATYA	24	12	
BALIKESIR, CAKMAKLI, CORLU, ERHAC ESKISEHIR, ERZURURUM, ISTANBUL IZUMIT, MURTED, ORATAKOY, PIRINCLIK, SAHIHTEPE, SINOP, YUMURTALIK, IZMIR, OP NORTHERN WATCH	N/A	12	
UKRAINE	24	12	
UNITED ARAB EMIRATES	24	12	
UNITED KINGDOM (except as indicated)	36	24	<b>B</b>
RAF FLYINGSDALE, MACHRIHANISH (SCOTLAND), BARRY (SOUTH WALES), LONDONDERRY (IRELAND)	24	18	
UPPER VOLTA	24	12	
URUGUAY	36	24	
U.S. TRUST TERRITORY OF THE PACIFIC ISLANDS (as indicated)			
NORTHERN MARIANAS (as indicated)			
SAIPAN	24	12	
MARSHALL ISLANDS (as indicated)			
ENEWETAK ATOLL	N/A	12	
KWAJALEIN ATOLL	24	18	
U.S. OTHERS (as indicated)			
SAN CLEMENTE ISLAND, CALIFORNIA	N/A	24	
SAN NICHOLAS ISLAND, CALIFORNIA	N/A	18	
VENEZUELA	24	18	
VIETNAM	N/A	12	
VIRGIN ISLANDS	36	24	
WAKE ISLAND	N/A	12	

Country or Area	Accompanied (W/Family Members)	Unaccompanied (All Others)	Notes
WEST INDIES (as indicated)			
ANTIGUA	24	12	
ANGUILLA	24	18	
BARBADOS	36	24	
ST. LUCIA	N/A	12	
YUGOSLAVIA	24	18	
ZAIRE (as indicated)			
BUKAVA, KINSHASA, LUBUMBASHI	24	12	

**NOTES :**

(A) Where the tour length specified in a government-to-government contract differs from the specified tour length, the member concerned will serve for the contract period. For example, officers assigned to the Personnel Exchange Program (PEP) serve a tour length as mutually agreed between the participating services. The above tour lengths, therefore, would not be applicable to PEP personnel.

(B) Minimum tour is 36 months, regardless of accompanied or unaccompanied status. No maximum tour length is prescribed.

(C) Tour length for enlisted first-term members assigned to Type 4 duty permanently homeported in Bahrain will be 24 months.

(D) Tour length for enlisted career members assigned to submarines permanently homeported in Guam will be 36 months.

(E) Tour length for enlisted members assigned to duty in Hawaii will coincide with their prescribed sea tour, or normal shore tour as appropriate, but in no case for less than 3 years.

(F) Officers assigned to overseas non-rotating ships, staffs, and aviation squadrons will serve a tour length prescribed by NAVPERSCOM regardless of election for command sponsorship.

(G) Newly accessed medical corps officers are normally assigned a 1-year tour at a CONUS MTF to allow for adequate credentialing, but may be assigned directly to an outside continental United States (OCONUS) facility for a 1-year or 2-year tour when at least one other fully privileged provider of the assignee's specialty is stationed at the facility and the appropriate specialty advisor concurs with the assignment.

## MILPERSMAN 1300-310

### OVERSEAS EXTENSIONS

<b>Responsible Office</b>	NAVPERSCOM (PERS-451)	Phone:	DSN	882-4142
			COM	(901) 874-4142
			FAX	882-2693

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<b>References</b>	CJCSM 1600.01, Joint Manpower Program Procedures of 30 Apr 98 OPNAVNOTE 4600
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1. **Voluntary Overseas Tour Extensions.** An extension of an overseas tour is an authorized voluntary/involuntary increase beyond the appropriate (accompanied or unaccompanied) tour prescribed for the area.

**a. Officer and Enlisted:**

(1) Requests for overseas extensions are encouraged, but must be considered on a case-by-case basis. An important factor to be considered is whether other members of the same rank/rating desire rotation overseas and are otherwise qualified.

(2) Requests should be submitted 8-12 months, but not less than 6 months, prior to current projected rotation date. All requests must include a positive recommendation by the commanding officer indicating the desirability of the member's continued service overseas.

**b. Enlisted only:**

(1) For extensions of less than 12 months, forward requests on NAVPERS 1306/7 (01/03), Enlisted Personnel Action Request to Navy Personnel Command (NAVPERSCOM) or Enlisted Placement Management Center (EPMAC), as appropriate.

(2) The Overseas Tour Extension Incentive Program (OTEIP) may apply for enlisted personnel requesting extensions beyond 12 months. Refer to MILPERSMAN 1306-300 for additional information.

(3) Enlisted personnel (first termers are not eligible) attached to Guam or La Maddalena homeported ships, who extend their tours by at least 1 year on Guam or La Maddalena homeported ships, will receive double sea days credit for the period of the 1-year extension. Additionally, members may be eligible to receive OTEIP benefits for the 1-year extension as outlined in MILPERSMAN 1306-300.

c. **Officer only:** Forward requests to the appropriate assignment officer.

2. **Involuntary Overseas Tour Extensions.** Before involuntary extensions are imposed, members shall be given the opportunity to extend voluntarily their enlistment or contract periods to provide sufficient obligated service to complete a minimum tour of duty. Involuntary overseas tour extensions may be assigned only by NAVPERSCOM under the following circumstances:

a. The voluntary or involuntary extension of a member serving an overseas tour of duty in a "key Military Assistance Advisory Group position" (as defined in CJCSM 1600.01, Joint Manpower Program Procedures) will be subject to the approval of Assistant Secretary of Defense (International Security Affairs).

b. The voluntary or involuntary extension of a member serving an overseas tour of duty with a defense agency under the above provisions will be subject to the concurrence of the defense agency.

c. The maximum members may be involuntary extended at an overseas site is 180 days.

d. Maximum involuntary extension of sea duty aboard vessels which operate in an overseas area for a contemplated period of 1 year or more, despite having continental United States (CONUS) homeports, will be 3 months. OPNAVNOTE 4600 contains the full listing of such vessels.

## MILPERSMAN 1300-312

### UNITS TRANSITIONING TO OVERSEAS LOCATIONS

<b>Responsible Office</b>	NAVPERSCOM (PERS-451)	Phone:	DSN	882-4142
			COM	(901) 874-4142
			FAX	882-2693

#### 1. Policy

a. As soon as it becomes known that a sea unit will change status, the Manning Control Authority (MCA) or Enlisted Placement Management Center (EPMAC) will direct the commanding officer of the unit to provide to Navy Personnel Command (NAVPERSCOM) and EPMAC a listing of all personnel who are planned to be on board on the effective date of the change.

b. The listing will identify personnel who

(1) **do** desire to remain on board to complete an overseas tour (volunteer (VOL)),

(2) **do not** desire to remain on board (non-volunteer (NON-VOL)), and

(3) are not qualified for overseas service per this article and applicable directives (non-qualified (NON-QUAL)).

c. In each case, special procedures will be developed between NAVPERSCOM and EPMAC to provide replacements for all NON-QUALS and as many NON-VOLs as possible.

2. Transitioning Categories. Transitioning of units to overseas locations shall be considered in two distinct categories:

(1) **Category 1**. Transition from continental United States (CONUS) to an overseas location.

(2) **Category 2**. Transition from an overseas location to CONUS incident to overhaul, conversion, or aircraft transition, and return to previous overseas location.

### 3. Manning

a. It is desirable that units transitioning to overseas locations be manned with VOLs to the maximum extent feasible; however, it is often necessary to retain some NON-VOLs on board to fill key billets during the transition period, to maintain crew stability, and to man units per specified manpower level when sufficient VOLs are not available.

b. Detailed guidance for determining VOL/NON-VOL status of personnel, tour lengths, obligated service (OBLISERV) requirements, phased rotation plans, and eligibility for transportation of family members will be provided to the transitioning unit by letter or during a Crew Manning Conference.

### 4. Tour Lengths

a. **Category 1.** The following guidelines pertain to tour lengths for personnel assigned to transitioning units in category 1.

(1) **VOLs.** Personnel who desire to accompany the transitioning unit to the new overseas location will complete the appropriate accompanied (with family members) tour, or unaccompanied (all others) tour for the area.

(a) Members who elect to bring their family member(s), privately owned vehicles (POV), or household goods (HHG) must remain attached to the unit for a minimum period of 1 year subsequent to the scheduled arrival of family members/POV/HHG at the overseas location, to receive these entitlements.

(b) Enlisted personnel will ensure OBLISERV requirements have been met per MILPERSMAN 1306-106 and will be based on the effective date of the change of homeport/permanent duty station (HP/PDS). It is emphasized that personnel shall have sufficient OBLISERV, prior to departure of the transitioning unit from CONUS, for the tour length elected (i.e., Accompanied or All Others).

(2) **NON-VOL** personnel who are required to remain on board during the transition period will not have their projected rotation date (PRD) involuntarily extended.

(a) NON-VOLs who choose to have their family member(s) accompany them to the new overseas location will be considered VOLs and have their PRDs adjusted to reflect an accompanied (with family member(s)) tour, or prescribed sea tour, whichever is least.

(b) NON-VOLs who elect to bring their POV or HHG must remain attached to the unit for a minimum period of 1 year subsequent to the scheduled arrival of POV or HHG at the overseas location, to receive these entitlements.

b. **Category 2.** Since overhaul, conversion, or aircraft transition periods vary from 6 months to a period in excess of 17 months, transitioning units in category 2 must be considered an exception to the normal transition policy. Normally, units returning to CONUS will receive a change of HP/PDS notice which will assign, for the purpose of travel entitlements, a CONUS HP/PDS. Specific guidelines and procedures for personnel in category 2 will be provided to the transitioning unit by letter, or during the Crew Manning Conference.

## MILPERSMAN 1300-314

### DIEGO GARCIA ASSIGNMENTS

<b>Responsible Office</b>	NAVPERSCOM (PERS-451)	Phone:	DSN	882-4142
			COM	(901) 874-4142
			FAX	882-2693

#### 1. Policy

a. Navy's practice of not assigning both members of a service couple to Diego Garcia simultaneously will continue.

b. All members currently assigned or under orders to Diego Garcia will be counseled that accompanied quarters are not available, nor will provisions for joint occupancy be made.

#### c. **Enlisted only:**

(1) All follow-on assignment guarantees per provisions of MILPERSMAN 1306-200 will be void if action on part of the member (e.g., marriage) prevents the member from completing a normal tour on Diego Garcia.

(2) All members currently assigned or under orders to Diego Garcia will be required to make the following entry on NAVPERS 1070/613 (10/89), Administrative Remarks:

"I have read and fully understand the provisions of MILPERSMAN 1300-314. I am aware that follow-on assignment guarantee, authorized by MILPERSMAN 1306-200, will be invalid should an action on my part (e.g., marriage) prevent my completion of a normal tour on Diego Garcia as prescribed."

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

Witnessed: \_\_\_\_\_  
J. Christopher  
CDR, USN, Personnel Officer

2. **Marriages on Diego Garcia**

a. Although marriage between military personnel on Diego Garcia is not prohibited as a matter of policy, continued assignment of both members on Diego Garcia cannot be accommodated.

b. The following guidelines regarding marriages are established:

(1) When marriages occur between Navy members assigned on Diego Garcia, including marriages entered into during off-island visits and continental United States leave, husband or wife will be immediately reassigned off-island duty based on service needs.

(2) If marriage occurs between Navy member and member of another service, Navy member will be immediately assigned off-island duty based on service needs.

(3) If marriage occurs between Navy member and host national, third country national, civil service employee, or civilian contractor employee, Navy member will be immediately assigned off-island duty based on service needs.

## MILPERSMAN 1300-316

### DEPENDENT ENTRY APPROVAL INFORMATION

<b>Responsible Office</b>	NAVPERSCOM (PERS-451)	Phone:	DSN	882-4142
			COM	(901) 874-4142
			FAX	882-2693

<b>References</b>	OPNAVINST 1740.3A OPNAVINST 3111.14V OPNAVINST 4650.15
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1. **General Information.** For more information regarding dependent entry approval refer to OPNAVINST 4650.15. For more detailed information regarding command sponsorship refer to MILPERSMAN 1300-150 through 1300-210. Navy personnel ordered overseas with the Personnel Exchange Program (PEP) should liaison with the gaining command to determine if dependent entry approval is required.

2. **Areas Requiring Dependent Entry Approval.** The following areas require dependent entry approval. Submit requests per para. 3.

Area/Command	Submit Message Request to	Info Copy to New Duty Station and
<b>Alaska</b>	HQ ALCOM ELMENDORF AFB AK	PERSUPP DET EVERETT WA
<b>Andros Island</b>	AMEMBASSY NASSAU	PERSUPP DET NTC ORLANDO FL NAVUNSEAWARCEN DET AUTEC ANDROS ISLAND BAHAMAS
<b>Australia</b>	USDAO CANBERRA ACT AS	COMNAV Marianas GUAM
Sydney		PERSUPP DET PEARL HARBOR HI
All other areas		PERSUPP DET PEARL HARBOR HI
<b>Bahrain</b>	NAVSUPPACT BAHRAIN	COMUSNAVCENT
<b>Cuba</b>	COMNAVBASE GUANTANAMO BAY CU	PERSUPPDET GUANTANAMO BAY CU
<b>Egypt</b>	Activity to which ordered	
<b>France (Note 1)</b>		
<b>Germany</b>	Activity to which ordered	USN PERSUPPDET VAHINGEN GE
Augsburg (Bad Aibling)	NAVSECGRUACT AUGSBURG GE	
Berlin/Frankfurt/Munich	Activity to which ordered	
Bremerhaven	MSCO NOREUR BREMERHAVEN GE	
Pirmasens	CDR USAMMCE PIRMASENS GE	
Stuttgart	EUCOM SUPPORT ACTY VAIHINGEN GE//AETSSTG-U-HD//	

Command	Submit Message Request to	Info Copy to New Duty Station and
<b>Greece</b>	Dependent travel not authorized except for Larissa	
Larissa (Tyrnavos)	USNSE/JCSC LARISSA GR	New Duty Station PERSUPP DET CUSERVDESK SOUDA BAY GR
<b>Hawaii</b> Barking Sands	PACMISRANFAC HAWAREA BARKING SANDS HI	
<b>Iceland (Note 2)</b>	NAS KEFLAVIK ICE ATTN: CODE 90	PERSUPP DET KEFLAVIK IC
<b>Indonesia</b>		
For duty with DAO	USDAO JAKARTA ID	PERRSUPP DET WASHINGTON DC
For duty with OMADP		PERSUPP DET PEARL HARBOR HI
For duty with NAMRU2		PERSUPP DET CUSERVDESK SINGAPORE
<b>Italy (Note 3)</b>		
Gaeta	NAVUPSSACT GAETA IT	COMSIXTHFLT
		COMFAIRMED NAPLES IT
La Maddalena	NAVSUPPACT LA MADDALENA IT	COMFAIRMED NAPLES IT
Sardinia		COMFAIRMED NAPLES IT
		COMSUBGRU EIGHT
<b>Japan</b> Atsugi/Kami Seya/ Totsuka, CVW5 and all squadrons	PERSUPP DET CUSERVDESK ATSUGI JA	PERSUPPACT PACIFIC YOKOSUKA JA
Misawa	PERSUPP DET MISAWA JA	PERSUPPACT PACIFIC YOKOSUKA JA
Iwakuni	MCAS IWAKUNI JA	PERSUPPACT PACIFIC YOKOSUKA JA PERSUPPDET CUSERVDESK IWAKUNI JA
Okinawa (except Camp Butler)	PERSUPP DET OKINAWA KADENA JA	PERSUPPACT PACIFIC YOKOSUKA JA
Camp Butler/Third FSSG FMF PAC	CG MCB CAMP BUTLER JA	PERSUPPACT PACIFIC YOKOSUKA JA PERSUPP DET OKINAWA KADENA JA
Sasebo (including ships)	PERSUPP DET SASEBO JA	PERSUPPACT PACIFIC YOKOSUKA JA
Yokosuka/Yokohama/Tikyō/ Yokota (all ships)	PERSUPP DET YOKOSUKA JA	
<b>Kenya</b> Mombasa	KUSLO NAIROBI KE	
<b>Korea</b>		
Seoul/Pohang/Pyongtaek/ Yechon/Taego	COMNAVFORKOREA SEOUL KOR	PERSUPPACT FE YOKOSUKA JA PERSUPP DET SEOUL KOR
Chinhae	COMFLEACT CHINHAE KOR	PERSUPPACT FE YOKOSUKA JA PERSUPP DET CUSERVDESK CHINHAE KOR
<b>Kuwait</b>	AMEMBASSY KUWAIT	
<b>Malaysia (Note 4)</b>	USDAO KUALA LUMPUR MY	
<b>New Zealand</b> All areas	USDAO WELLINGTON NZ	

Command	Submit Message Request to	Info Copy to New Duty Station and
<b>Puerto Rico</b> COMNAVFORCARIB COMNAVBASE ROOS RDS USCOMSOLANT ROOSEVELT ROADS PR NAVCOMMSTA PUERTO RICO NAVSECGRUACT SABANA SECA	NAVSTA ROOSEVELT ROADS RQ	PERSUPP DET ROOSEVELT ROADS RQ
<b>Republic of China</b>	Activity to which ordered	
<b>Saudi Arabia</b>	CHUSMTM MEDI DHAHRAN SA	CHNAVSECMTM RIYADH SA
<b>Singapore (Note 5)</b>	NAVREGCONTNEN SINGAPORE	PERSUPPACT PACIFIC YOKOSUKA JA PERSUPP DET CUSERVDESK SINGAPORE SN USDAO SINGAPORE
<b>Spain</b> Madrid	PERSUPP DET ROTA SP	ODC MADRID SP
<b>Sri Lanka</b>	USDAO COLOMBO CE	
<b>Thailand (see Notes 1 and 6)</b>		
<b>Turkey</b>		
Ankara	ODC ANKARA TU//ALD-A	
Izmir	COMSTRIKFORSOUTHREPIZMIR JSG IZMIR	
<b>United Kingdom</b>		
Mildenhall	NAF RAF MILDENHALL UK	
St. Mawgan	NAVWPNSFAC ST MAWGAN UK	

**Note 1:** Dependent travel to France is not authorized.

**Note 2:** Concurrent travel and dependent entry approval will be authorized for the following Iceland Navy billets:

COMICEDEFOR/COMFAIRKE CO NAS  
 CHIEF OF STAFF FLEET AIR KEF  
 CO NAVCOMMSTA (0-6 ONLY)  
 XO NAS

Concurrent travel and dependent entry approval will be authorized for the following Iceland non-Navy billets:

CHIEF OF STAFF IDF and NATO EXCHANGE OFFICERS OF CANADA,  
 DENMARK, NORWAY, HOLLAND and GREAT BRITAIN

For those command billets listed above, entry approval will automatically be forwarded to the detaching command by separate message upon receipt of orders by the appropriate command in Iceland.

**Note 3:** Passports with appropriate Italian Visas are required for all personnel traveling to Italy.

**Note 4:** Entry approval is not required for personnel assigned to the U.S. Defense Attach'e Office (DAO) or Security Assistance Office of the DAO.

**Note 5:** Passports are required for all family members traveling to Singapore. Passport information for all family members traveling to Singapore is required to be included in family entry approval request.

**Note 6:** For area entry approval of all personnel assigned to MAAG/MISSION/MILITARY GROUPS, submit request to the new duty station.

3. **Dependent Entry Approval Message Format.** Dependent entry approval requests will be submitted utilizing the following format:

Item	Information Required	Remarks
A	Rank/rate/civilian rating.	Navy rank/rate or civilian rating. (If E-4, state date of rate.)
B	Name.	Complete last name, first name, middle initial
C	Date of marriage, names of family member(s), and dates of birth of children. For dependent parents enter date of letter from Defense Finance and Accounting Service (DFAS) approving dependency.	For example, DOM Sep 83; HUSBAND; Terry; SON; Matthew, DOB 21 Jul 86; SON; Christopher, DOB 17 Nov 87; MOTHER, Eileen, 4 Jan 31. Exclude sponsor.
D	Nationality of sponsor and family member(s).	Enter current citizenship of sponsor and family member(s).
E	Origin duty station.	Enter geographical location of present duty station. In the case Ships, enter the homeport. See OPNAVINST 3111.14V (NOTAL).
F	Address of family member(s).	Enter telephone number and current mailing address, including ZIP Code and country where family member(s) are now located.
G	Date departed continental United States (CONUS).	If serving on overseas duty, enter date member departed CONUS for present duty. If second consecutive overseas tour, indicate whether voluntary or involuntary. (If not applicable indicate "N/A.")

Item	Information Required	Remarks
H	<p>Months separated from family member(s).</p> <p>**Applies only to personnel assigned to a command or unit that is physically separated from homeport for operational or training purposes.</p> <p>Deployment does not include temporary additional duty (TEMADD) or shipyard time away from homeport.</p>	<p>1. Serving in a fleet unit and deployed ** for 6 or more consecutive months during the previous 12 months, or for 3 or more consecutive months during the previous 6 months, enter the number of months separated from family by deployment during past year. If not deployed per the above criteria enter "N/A."</p> <p>2. Serving an unaccompanied overseas tour where dependents are authorized. Enter number of months separated from family if dependent(s) were denied entry approval because of lack of required medical facilities. If entry approval not denied for this reason, enter "N/A."</p> <p>3. Serving an accompanied overseas tour, enter number of months separated from family because of delayed granting of family entry approval due to non-availability reasons. If family entry approval not delayed, enter "N/A."</p> <p>4. Serving an unaccompanied overseas tour where family member(s) are not authorized, enter the number of months separated from family. If not applicable, enter "N/A."</p>
I	Transfer directive authority.	Enter Bureau of Naval Personnel (BUPERS)/Navy Personnel Command (NAVPERSCOM) transfer code (TC) number, or other activity as authority.
J	Detachment date.	Enter date member will detach current permanent duty station.
K	Ultimate duty station.	In the case of ships, include the homeport. See OPNAVINST 3111.14V (NOTAL).
L	Estimated date of arrival at new duty station.	Best estimate as to when the member will arrive.
M	Housing preference.	Indicate preference for civilian or government housing. Indicate acceptability of civilian housing until government housing becomes available and limit of rental payment authorized. State whether member desires sponsor per OPNAVINST 1740.3A and whether the sponsor is or is not authorized to act as agent for civilian rental housing.
N	Passports.	Advise if appropriate no-fee passports in possession and provide passport numbers.

Item	Information Required	Remarks
O	Expiration of active obligated service (EAOS) of member or obligated service date of Naval Reserve related information. <b>NOTE:</b> If member must extend for obligated service, member must actually sign an extension. A NAVPERS 1070/613 (Rev. 10-81), Administrative Remarks entry in the enlisted member's service record is not acceptable for travel entitlements.	1. Estimated month/year family member(s) are scheduled to depart CONUS. 2. Department of Defense (DOD) prescribed accompanied tour length as indicated in MILPERSMAN 1300-308. 3. EAOS.
P	Certification of suitability.	Member and family member(s) suitability for overseas duty must be established. For example, if family member(s) are suitable for overseas duty, enter "per MILPERSMAN 1300-304, (member's name) and residency overseas."
Q	Remarks.	Enter other appropriate information such as "spouse is an accredited teacher," etc. List known medical ailments or physical disabilities of family member(s) and any family member(s) who displays a physical, emotional or intellectual handicap requiring medically related services. Include family member(s) who are enrolled in the Exceptional Family Member (EFM) Program, and family member(s) who require special education in DOD schools outside the United States. Pregnancy should be listed.

## MILPERSMAN 1300-400

### DISLOCATION ALLOWANCE (DLA) AND SECRETARY OF THE NAVY FINDS (SECNAVFIND)

<b>Responsible Office</b>	NAVPERSCOM (PERS-454C)	Phone:	DSN	882-4198
			COM	(901) 874-4198
			FAX	882-2693

<b>References</b>	NAVSO P-6034-1, Joint Federal Travel Regulations, Chapter 5
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#### 1. Policy

a. A Dislocation Allowance (DLA) is payable to

(1) a member **with** family members, when family members perform an authorized move in connection with a Permanent Change of Station (PCS);

(2) a member **without** family members, when not assigned adequate government quarters upon reporting at a new Permanent Duty Station (PDS) and occupies private quarters; or

(3) incident to an evacuation.

b. A member is not entitled to more than one DLA payment during any fiscal year unless Secretary of the Navy finds (SECNAVFIND) exigencies of the service require more than one PCS move during the same fiscal year.

c. Requests for a SECNAVFIND must be submitted at an early date, as approximately 4 weeks are required for processing.

2. SECNAVFIND not required. Secretary of the Navy (SECNAV) has determined the following events are exigencies required by the Navy and when a **second or subsequent** PCS results from them, payment of DLA can be made without a SECNAVFIND.

a. Change of homeport, including the initial homeport assignment, of a ship or afloat staff. The Chief of Naval Operations message promulgating the homeport/PDS change is the SECNAVFIND approval and is to be referenced as such in any Homeport Change Certificate.

- b. Deactivation of a ship or activity.
- c. Transfer of a member **from outside the United States to a hospital in the United States** for observation and treatment.
- d. Transfer of a member **within the United States to a hospital in the United States** for observation and treatment, provided
  - (1) the commanding officer (CO) of the receiving hospital issues a statement the treatment will be of a prolonged duration, and
  - (2) the member's CO requests a permanent replacement for the hospitalized member as an operational necessity.
- e. Transfer of a member to, from, or between Duty under Instruction at courses of instruction at military installations, or civilian educational institutions controlled and managed by one or more of the uniformed services.
- f. When the PCS transfer order states "SECNAVFIND NOT REQUIRED," or emergency evacuation of family members as provided in NAVSO P-6034-1.

3. **SECNAVFIND Submittal Procedures for Navy Personnel Command (NAVPERSCOM)**. Detailers and assignment officers with PCS order writing authority are required to determine the need for a SECNAVFIND for each assignment.

- a. If required, they will submit a SECNAVFIND request (see Exhibit 1) to NAVPERSCOM, Officer/Enlisted PCS/TEMUINS/TAD Fiscal Management Branch (PERS-454C) and obtain approval before issuing PCS orders.

- b. NAVPERSCOM (PERS-454C) will staff the SECNAVFIND and submit it to SECNAV via

- (1) Assistant Commander, Navy Personnel Command (ACNPC) for Distribution (PERS-4), and

- (2) Commander, Navy Personnel Command (COMNAVPERSCOM).

- c. When SECNAV's response is received, NAVPERSCOM (PERS-454C) will inform the detailer/assignment officer so the appropriate SECNAVFIND statement can be included in the orders.

d. When a PCS order is issued that would entitle a member to a second or subsequent payment of DLA in the same fiscal year, one of the following statements will be included in the accounting section of the orders:

(1) "SECNAVFIND APPROVED" when the approval is obtained before the orders are issued.

(2) "SECNAVFIND PENDING" when orders must be issued before the SECNAV approval is received. When the approval is received, the member will be notified via message or letter of the SECNAVFIND approval.

(3) "SECNAVFIND NOT REQUIRED" when it is determined a SECNAVFIND is not required.

4. **SECNAVFIND Submittal Procedures for Individual Commands**

a. When PCS orders are received for a member and it is determined at the command level that a SECNAVFIND is required, but the PCS orders do not indicate a SECNAVFIND is approved, pending, or not required, the member's CO will request a SECNAVFIND from NAVPERSCOM (PERS-454C) utilizing Exhibit 1.

b. Under no circumstances will any PCS order entitling a member to a second or subsequent DLA payment in one fiscal year be executed without a SECNAVFIND determination stated in the orders, or until specifically approved in advance by NAVPERSCOM (PERS-454C).

5. **SECNAVFIND Master File.** NAVPERSCOM (PERS-454C) will maintain the master file of SECNAVFIND requests for statistical and record purposes. Each record in the master file will contain the following:

a. Copy of all requests for SECNAVFINDs.

b. Copy of all correspondence between NAVPERSCOM (PERS-454C), detailers, assignment officers, and external activities pertaining to each SECNAVFIND.

c. Comeback copy of all SECNAVFIND requests returned from ACNPC (PERS-4).

## EXHIBIT 1

### SECNAVFIND REQUEST

(Use proper letter format containing the following:)

From: Activity, Division Director, or Branch Head  
To: Commander, Navy Personnel Command, (PCS Fiscal and  
Program Management Branch (PERS-454C))

Subj: REQUEST FOR A SECNAVFIND

Ref: (a) MILPERSMAN 1300-400

1. Per reference (a), request a SECNAVFIND for the member named below. The following information is provided:

- a. Name, rank/rate, SSN, designator, corps, and service.
- b. Date of each detachment and activity's name and location from which detached in same fiscal year where entitlement to DLA was involved.
- c. Present duty station.
- d. New duty station.
- e. Entitled to with/without family members' payment.
- e. Date of detachment from present duty station.
- f. Reason for transfer to new duty station.
- g. Other pertinent information (state why transfer has to occur this fiscal year, special circumstances SECNAV would need to make a decision, etc.).

## MILPERSMAN 1300-500

### REASSIGNMENTS FOR HUMANITARIAN REASONS (HUMS)

<b>Responsible Office</b>	NAVPERSCOM (PERS-40HH)	Phone:	DSN	882-3542
			COM	(901) 874-3542
			FAX	882-2647

<b>References</b>	OPNAVINST 1754.2A NAVSO P-6034-1, Joint Federal Travel Regulations Volume 1 1080 #1, UM-02, Diary Message Reporting System Users Manual (DMRSMAN)
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#### 1. Policy

a. Detailing authorities are aware of the hardships which confront Navy families and of the additional aggravation imposed by long absences of members from their families. Emergency leave frequently provides sufficient time to alleviate such hardships; however, when a member requires more time than leave can provide and has a chance of resolving the hardship within a reasonable time frame, reassignment for humanitarian reasons (HUMS) may be requested.

b. A request for reassignment will not be disapproved because a member is needed in assigned duties. This article contains the general guidelines concerning application and assignment options available.

#### 2. Screening by Member's Command

a. Prior to considering HUMS reassignment for members assigned overseas, review MILPERSMAN 1300-306 to see if it might be a more appropriate course of action.

b. Assignment procedures and resources available to members whose family member(s) require continued access to specialized treatment or educational facilities are contained in OPNAVINST 1754.2A.

c. If time is a significant factor in a member's hardship, the need for expeditious handling is evident. In this regard, commanding officers (COs) can render invaluable assistance by establishing an internal screening process to determine whether a request for HUMS assignment is warranted.

(1) This screening process, tailored to the individual command's size, should include members such as chaplains, doctors, senior officers, and chief petty officers to evaluate the case, provide command assistance, and recommend required action.

(2) If it is determined that a request for HUMS assignment is warranted, the preparation of such requests must be screened for clarity, accuracy, and comprehensiveness to preclude unnecessary delays in administrative processing.

### 3. Processing by Navy Personnel Command (NAVPERSCOM)

a. Upon receipt of a HUMS assignment request within NAVPERSCOM, **enlisted** requests will be administratively controlled by NAVPERSCOM, HUMS Assignment/Hardship Discharge Section (PERS-40HH). **Officer** requests will be administratively controlled by respective detailers/placement officers.

b. All cases are reviewed by a board consisting of senior officers and chief petty officers and are considered on an individual basis with the final determination based solely on the information/documentation submitted.

4. Basic Criteria for Determining Humanitarian/Hardship Situations. The member's request must show the hardship meets the following established criteria for eligibility for HUMS reassignment:

a. A severe hardship exists, not normally encountered and resolved by other members of the Naval Service.

b. The hardship occurred or has been excessively aggravated since the member has been serving on active duty.

c. The problem affects the member's immediate family. Immediate family is defined as spouse, son, daughter, stepchild (if the stepchild is in fact dependent upon the member), parent, parent-in-law, brother, sister, stepparent or other person acting in loco parentis for a period of 5 years before the

member became 21 years of age, or any bona fide dependent to the member.

d. There are no other family member(s) or relative(s) who are capable of providing necessary assistance.

e. The member has made every reasonable effort to alleviate the hardship and it cannot be reasonably alleviated through the media of leave (including emergency leave if the member is overseas), correspondence, power of attorney, or by other professional people such as lawyers, counselors, clergy, doctors, psychiatrists, etc.

f. The member's presence is required for specific reasons other than for morale or financial purposes alone.

g. The hardship is resolvable within a reasonable time frame (normally 6 months).

h. If hardship involves illness of a dependent of the member, enrollment in the Exceptional Family Member Program (EFM) must be initiated prior to submission of HUMS reassignment request.

5. **Special Considerations**. The following circumstances involving members of the applicant's family normally warrant special consideration when it is established the member's presence is essential to alleviate the problem, and it is solvable within a reasonable time frame (not a conclusive listing):

a. Death of applicant's spouse or child.

b. Divorce when the member has court awarded custody of the children and time is needed to make arrangements for their permanent care.

c. Severe illness (physical or mental) resulting in the affected person's hospitalization, or scheduled hospitalization.

6. **Humanitarian Reassignments not considered within the Purview of this Article.** Requests based on the following reasons **only** are not considered within the purview of this article and will not be approved:

- a. For financial or business reasons (including the operation of family business).
- b. For indebtedness.
- c. For personal convenience.
- d. For the purpose of attending to or assisting persons not identified as immediate family.
- e. For the purpose of children in school (exception is made to children requiring specialized education).
- f. For part-time employment of member/employment of spouse.
- g. Because of the member's physical or mental condition.
- h. For settling of estates (use leave/liberty, other family member(s), or a lawyer).
- i. For the sole reason of being a single parent. Raising children is considered a long-term situation and should normally be considered for a hardship discharge/parenthood discharge (MILPERSMAN 1910-110 and 1910-124 refer).
- j. Because the member has bought or owns a home.
- k. The death of a parent where other family member(s) are surviving.
- l. The threatened separation, or threatened divorce action, or normal anxiety/depression due to military assignments.
- m. Normal pregnancy, threatened miscarriage, breech birth, cesarean section, or RH incompatibility.

7. **Short Period Humanitarian Reassignment.** When it is determined that emergency leave will not alleviate the problem, but resolution may be expected within a reasonable period of time, a special temporary reassignment may be authorized. Variance from assignment policy may be authorized depending on the member's eligibility and nature of the hardship.

**a. Members Serving on Sea Duty**

(1) If a member is within 6 months of prescribed sea tour (PST) completion, early assignment to shore duty at the duty station requested will be considered. If there is no billet in the area desired, the member may be reassigned in excess of billet requirements for a reasonable period of time to temporary duty (TEM DU) HUMS. Upon completion of TEM DU HUMS, the member will normally be reassigned for shore duty to another activity where an authorized billet is available.

(2) A member who has more than 6 months remaining on a PST may be reassigned TEM DU HUMS at the desired location in excess of billet requirements for a reasonable time. Upon completion of TEM DU HUMS, reassignment will be either to a sea or shore duty activity. The type of reassignment will be based on the amount of time the member has remaining on the sea tour.

(3) All enlisted members will have their sea duty commencement date (SDCD) adjusted for periods of HUMS assignment.

**b. Members Serving on Shore Duty**

(1) If within 6 months of projected rotation date (PRD), the member may be reassigned to the desired location in excess of billet requirements for a reasonable amount of time, determined on a case-by-case basis, to TEM DU HUMS. Upon completion of TEM DU HUMS the member will normally be reassigned to a sea duty activity.

(2) If more than 6 months from PRD, members may be reassigned to the desired location for completion of tour if an available billet exists for their rank/rate, designator/NEC, etc.

(3) If no billets exist, members may be assigned TEM DU HUMS in excess of billet requirements for a reasonable time. Upon completion of TEM DU HUMS, members will normally be

reassigned to another shore duty activity in an authorized billet if sufficient time remains on their original PRD.

8. **Medium Period Humanitarian Reassignment.** When there is evidence to indicate that a severe hardship will exist longer than 12 months, authorization of a cost transfer in approved cases will be dependent upon qualifications outlined in this article.

a. **Members Serving on Sea Duty**

(1) If within 6 months of completion of a PST, a member may be reassigned in the area desired for a normal shore duty tour, if an authorized billet is available.

(2) If a member has more than 6 months remaining on PST, consideration may be given for assignment to a special tour for HUMS on a case-by-case basis; however, in such cases an authorized billet must exist for the member in the area desired. Such assignment will be approved only when there is ample evidence the hardship can be resolved in a reasonable period of time.

(3) Upon completion of the special tour the member will be reassigned to either a sea or shore duty activity. The reassignment decision will be based on the amount of time the member has remaining on PST, sea/shore requirements etc.

(4) All enlisted members will have their SDCD adjusted for periods of HUMS assignment.

b. **Members Serving on Shore Duty**

(1) Consideration may be given for an extension beyond the normal tour at the present duty station. Such extensions will be determined on a case-by-case basis, but will not normally exceed 6 months.

(2) Consideration may be given for reassignment to a desired shore activity for the remainder of a normal tour provided there is an authorized billet available in the area desired. When such reassignment is authorized, the member's PRD will be adjusted, if applicable, to allow a minimum of 12 months at the new command.

9. **Indefinite Hardship**. When there is evidence that a severe hardship cannot be resolved within a reasonable period of time such as a year or more, or when the demands of the hardship situation will not permit members to perform their duties in a proficient manner, they should consider requesting a hardship discharge, release from active duty, retirement (if eligible), or resignation, as appropriate, per MILPERSMAN 1910-110, 1920-080, and 1920-090.

10. **Inter/Intra-Fleet Transfers**. If a member is encountering a hardship that an inter/intra-fleet transfer could resolve, and member is otherwise ineligible for such inter/intra-fleet transfer, member may receive an eligibility requirement waiver under the criteria established for HUMS assignment.

11. **Reassignment while in Limited Duty (LIMDU) Status**. HUMS reassignments will **not** be approved for members while in ACC 105 LIMDU status.

12. **HUMS Reassignments beyond Expiration of Active Obligated Service (EAOS)**. Enlisted members may not reenlist or extend while serving on a HUMS assignment without approval from NAVPERSCOM (PERS-40HH).

13. **Procedures for Urgent Hardship Cases**

a. **Emergency Leave**. Emergency leave will normally be authorized for all hardship cases of an urgent nature. When granting emergency leave, especially from overseas, COs should ensure members are aware of the contents of this article and that, in the event they subsequently desire to request HUMS reassignment, they may contact any naval activity in the area of their leave address.

b. **Letter Request**. Message requests are discouraged, as they generally do not contain sufficient information for proper evaluation and determination. Normally, the immediate urgency will be satisfied by granting emergency leave, with instructions to submit a letter request from the member via the naval activity nearest the member's leave address. Commands should review NAVSO P-6034-1, volume 1, chapter 7, part H and chapter 5, part C, where applicable, in conjunction with emergency leave.

c. **Requests while in Leave Status**. Requests submitted while in a leave status will be submitted to NAVPERSCOM via the

CO of any naval activity in the vicinity of the member's leave address. Information copies (less enclosures) will be submitted to the member's CO and others as appropriate. The CO of the member's parent command is encouraged to endorse a request (message endorsements are acceptable).

(1) If the amount of leave granted is insufficient to enable submission of a request for HUMS reassignment, the assisting activity should direct a request for extension of leave to the member's parent command or, in applicable cases, to the next intermediate reporting station as directed in the member's leave authorization or transfer order. **Do not** request leave extensions from NAVPERSCOM.

(2) When a bona fide emergency hardship exists which meets the criteria for reassignment and insufficient time remains to request extension of leave, or further leave would cause the member to be in excess of leave (more than 30 days or in excess of that which could be earned in member's remaining obligated service (OBLISERV)), the assisting command will send a message to the member's parent command with the following information:

(a) A brief, meaningful explanation of the hardship and state "unless otherwise directed, the member will be retained on board 15 days in a no-cost temporary additional duty (TEMADD) status pending decision of NAVPERSCOM."

(b) Give effective time and date of retention.

(3) Final determination of a member's retention at an assisting command rests with the member's CO at the permanent duty station.

(4) If retention is authorized, the member will be issued TEMADD orders or an endorsement of present orders, which will include the statement above concerning no-cost.

(5) TEMADD will not exceed 15 days. Every effort will be made to ensure the request is prepared and forwarded in a timely manner. Final disposition will be attempted on each case prior to expiration of leave/departure from leave address or detachment from TEMADD.

(6) If the member does not have service, health, and dental records in possession, **DO NOT** request these from the parent command prior to receiving disposition of the request.

(7) In the case of a disapproved request, the member will be detached in a leave status within 3 working days to return to the parent command or to report to the new duty station. If immediate detachment is not possible (e.g., port calls), all concerned should be notified by message of the reason why the member is not being detached.

(8) This article is not authorization for a CO to issue TEMADD or TEMDU orders to a member for the purpose of proceeding to the area of a hardship and gathering documentation for submitting a request. The member must use leave for that purpose.

14. **Submission of Requests for HUMS**

a. Requests for HUMS reassignment will be addressed as follows:

(1) **Officer.** Will be addressed to the cognizant assignment division within NAVPERSCOM, Distribution Department (PERS-4).

(2) **Enlisted.** Will be addressed to NAVPERSCOM (PERS-40HH) with a copy (less enclosures) to Enlisted Placement Management Center (EPMAC).

(3) **Enlisted Training and Administration of Reserve (TAR).** Requests from all enlisted TAR members shall be forwarded to NAVPERSCOM (PERS-40HH) with a copy (less enclosures) to Naval Reserve Personnel Center (NAVRESPERSCEN).

b. Required information and formats for requests and endorsements are provided in Exhibits 1 and 2. When service records are not available, necessary information should be obtained by interviewing the member involved. The endorsement should reflect this. Requests, which are incomplete or contain insufficient information on which to base a decision, will be held in abeyance at NAVPERSCOM until the information is provided.

15. **Supporting Statements Required for Member's Basic Letter Request for HUMS**. Prior to initiating a request for HUMS reassignment, the member will obtain the following statements as enclosures to the basic request. This is not an inclusive list. Each statement made in the request must be backed with a written statement from a professional aware of the hardship.

a. A statement from the immediate family member(s) experiencing the hardship indicating the nature of the hardship and why the member's presence is considered mandatory.

b. Statements from all immediate family member(s) stating what assistance they can/are providing, or reason assistance is unavailable.

c. Statements from one or more responsible citizens who have personal knowledge of the situation.

d. If illness is involved, a current (within 2 months) statement is required from the attending physician. Medical terminology within the statement should be defined to a degree sufficient to allow a layman to understand the nature of the illness. The statement must include the diagnosis and prognosis and, if hospitalization is involved, the probable length of hospitalization. If applicable, the life expectancy of the family member concerned should also be included. When mental illness is involved, the physician's statement should include pertinent background information concerning the patient's mental health and the possibility/probability of recurrence at a later date. Allergies suffered by member(s) of the family due to climatic conditions normally will not constitute a basis for a change of assignment. Evaluation will include the following:

(1) Current morbidity/mortality trends for the disease or medical condition.

(2) Prognosis for recovery from the disease or solution of medical condition.

(3) Expected results to be achieved from the assignment and whether the problem can be satisfactorily resolved without assignment.

e. If the request is based upon a physically or mentally handicapped dependent, the sponsor will be counseled to consult with the local health benefit counselor (HBC) at the nearest

naval medical center (or medical center of service involved if treatment is other than Navy). The HBC can work with the attending physician(s) to determine where treatment or special schooling prescribed can be obtained. In all such cases, a statement from the HBC will also be included. Commands should ensure members are briefed that HBCs are available to assist them. OPNAVINST 1754.2A provides guidance as to long-term problems involving handicapped dependents.

f. Where applicable, statements are to be forwarded from social workers who have investigated the home situation. If necessary and appropriate, commands should initiate such investigations through the local health welfare agency or the American Red Cross.

g. If the hardship involves divorce action and custody of dependent children, a current statement from the attorney involved, indicating court dates, if applicable, and a copy of all previous and current separation, divorce, and custody documents will accompany the request.

h. If release from active duty or resignation is requested, statements of prospective employment and current financial situation will be included.

i. Statements from law enforcement agencies, schools, lawyers, etc., will be included as the request warrants.

16. **Contents of Member's Basic Letter Request for HUMS.** The basic request will be submitted in naval letter format and contain the information and enclosures indicated in Exhibit 1.

a. Paragraph and subparagraph headings will be included in all cases.

b. If information is not available or not applicable, indicate so under the appropriate heading.

c. If the member is in a leave status and the service record is not available, copies, for the purpose of submission, will be completed by interviewing the member concerned and a notation made to this effect.

d. The basic request must contain the following information:

(1) The locality where the assignment is requested and type of assignment being requested.

(2) A description of the hardship/humanitarian problem.

(3) A detailed description of what has been done to alleviate this hardship/humanitarian problem, prior to submission of this request.

(4) A brief statement outlining how reassignment of the member will either alleviate or resolve the hardship/humanitarian problem.

(5) The names, addresses, and ages of the member and member's family member(s).

(6) The names, addresses, ages, and relationship of all other immediate family member(s). (This includes parents, brothers, and sisters regardless of location.)

(7) The location of household goods and rough estimate of total weight.

(8) The attending physician's name, area code, and telephone number.

(9) The dates of any previous requests for reassignment for HUMS and/or hardship discharge.

(10) A statement as to whether or not a hardship discharge is requested in the event the request for HUMS reassignment is not approved. Ensure that member is briefed on the provisions of MILPERSMAN 1910-110, 1920-080, and 1920-090.

(11) Location of records and personal effects.

(12) Telephone number where member can be contacted.

17. **Enclosures to be forwarded with Member's Basic Letter Request.** In addition to the statements required in para. 15, the following enclosures will be attached to the basic request: (If member is in a leave status and the service record is not available, copies, for the purpose of submission, shall be completed by interviewing the member concerned and notation made to this effect.)

a. An **up-to-date** NAVPERS 1070/602 (Rev. 7-72), Dependency Application/Record of Emergency Data.

b. Complete copies, with all enclosures, of any previous requests submitted for HUMS reassignment or hardship discharge.

18. **CO's Endorsement**. The CO's endorsement will be submitted in the format indicated in Exhibit 2 and must contain the following information. Requests, which are incomplete or contain insufficient information on which to base a decision, will be held in abeyance at NAVPERSCOM until the information is provided.

a. A definite recommendation, i.e., approval, disapproval, for consideration, etc.; or, if in the CO's opinion, assignment to TEMDU HUMS and/or assignment for HUMS is not the answer to the problem, recommendation as to the proper course of action. The member's performance of duty should not be the basis for recommending approval/disapproval, nor is that factor considered by the board.

b. A brief synopsis of applicant's case and any new information not contained in the applicant's request which the CO has learned by personal interview or other contact.

(1) Include a statement as to what assistance has been provided by the command and local Navy and civilian agencies, i.e., clergy, social workers, HBC, Navy Wives Club, Navy Relief, American Red Cross. Ensure these agencies, when appropriate, have been contacted to give assistance.

(2) Provide information if member has required previous special consideration/leave, etc., due to this problem or similar circumstances.

c. Applicant's disciplinary status or pending disciplinary action. Cases of members awaiting disciplinary action will be held in abeyance by NAVPERSCOM until disciplinary action has been resolved.

d. Applicant's current duty status, i.e., on board for duty, on board in a leave status, on board for further assignment or for further transfer, etc.

e. Miscellaneous personal data to include date member reported on board present duty station, date reported aboard

assisting command (if applicable), active duty service date (ADSD), and PRD. If service record not available, obtain data by interviewing member involved and so indicate in this paragraph. **NOTE:** For enlisted members ensure EAOS, SDCD, and shore duty commencement date (SHDCD) is included.

f. If on leave, give date leave commenced and date, time, and place of expiration; estimated time and date of departure from leave address in order to comply with leave orders; leave address; area code and telephone number where applicant may be reached; whether or not leave extension requested; and status of request. Provide statement of current leave balance. **NOTE:** If applicant is not on leave, but granting leave is anticipated, include the above data.

g. Information concerning OBLISERV remaining as a result of advancement, school, etc., if any.

h. Homeport or permanent duty station.

i. Activity dates such as dates of forthcoming deployments, completion of deployment, etc. Do not classify endorsement, use approximate dates if necessary.

j. Whether or not the command assisting in submission of the request has facilities to effect separation of member, and if not, the nearest separation activity that could effect separation.

k. If applicant desires consideration for hardship discharge, include a breakdown of earnings and withholdings from current pay record.

l. Name and telephone number (DSN/Commercial with area code) for point of contact (POC).

19. **Request for Reconsideration.** If the member desires reconsideration of a disapproved request, a formal letter request from the member with command endorsement and additional substantiating documentation is required. Disapproved requests will be on file with NAVPERSCOM for a period of 6 months. Reconsideration requests need not contain documents submitted with original request if the 6-month period has not passed. If over 6 months has passed, the request for reconsideration must contain a copy of original request as an enclosure.

20. **Request for Assignment on Permissive Orders**. Members whose request for transfer at government expense cannot be approved may request an assignment on permissive orders. Such requests, with substantiating documents, should indicate expected period of hardship, whether the transfer will alleviate the hardship, whether the duty station is within commuting distance of the place where the hardship exists, and that member agrees to bear all expenses involved.

21. **Assignment Procedures**

a. **TEMDU HUMS Orders**. Members who receive reassignment on a permanent change of station (PCS) basis under the provisions of this article, but do not qualify for directive travel orders, will be issued no-cost travel authorizations. Since assignment to TEMDU HUMS is at the member's request and is for the member's own convenience, travel authorizations to TEMDU HUMS are on a permissive (no-cost to the government) basis. The following applies to the issuance of TEMDU HUMS orders:

(1) No dislocation allowance is authorized.

(2) Dependent travel will be at the member's expense, not subject to reimbursement.

(3) Travel authorizations will not authorize the member to ship household goods at government expense.

(4) Transfers must be effected during a period of leave and no proceed or travel time is authorized.

(5) Members serving on TEMDU HUMS will not be authorized per diem at their TEMDU stations.

(6) All travel authorizations for TEMDU HUMS will contain the following statement:

"THIS PERMISSIVE TRAVEL ORDER IS ISSUED WITH THE UNDERSTANDING THAT YOU WILL NOT BE ENTITLED TO REIMBURSEMENT FOR TRANSPORTATION, PER DIEM, OR MISCELLANEOUS EXPENSES IN CONNECTION WITH EXECUTION. IF YOU DO NOT DESIRE TO BEAR THESE EXPENSES PERSONALLY, YOU MAY CHOOSE NOT TO EXECUTE THIS PERMISSIVE TRAVEL ORDER AND IT WILL BE CONSIDERED CANCELED."

b. **Directive (Cost) Orders.** Directive (cost) orders will be issued when a member is being permanently reassigned and the following conditions are met:

(1) The member is being assigned to a vacant billet requiring member's rank/rate or designator/navy enlisted classification code (NEC).

(2) The member has been assigned at the current duty station 1 year or more.

22. **Extension of TEMDU HUMS.** Requests for extension of TEMDU HUMS will be granted on a case-by-case basis. Requests must be submitted at least 1 month prior to expiration of current TEMDU HUMS assignment and will utilize the same format prescribed above. They will be forwarded by the command to which the member is attached for TEMDU HUMS, to NAVPERSCOM. It is essential that included substantiation be current. An availability report will be enclosed with the extension request.

23. **Administration of Members on TEMDU HUMS**

a. Activities receiving members on board for TEMDU HUMS will enter them immediately on the personnel diary per 1080 #1 UM-20 (DMRSMAN), in a TEMDU status.

b. When the hardship ceases to exist or has been alleviated before completion of the period of TEMDU assigned, the activity to which the member is assigned for TEMDU HUMS will promptly submit an availability report to NAVPERSCOM or NAVRESPERSCEN as appropriate.

24. **Members on TEMDU HUMS Desiring to Remain on Active Duty**

a. **Officers.** Officers who desire to remain on active duty will forward their requests to NAVPERSCOM (assignment officer), via their COs, 6 weeks prior to completion of the assignment.  
**NOTE:** Unless the hardship, which generated the TEMDU HUMS, has been alleviated or has ceased to exist, retention on active duty will normally not be authorized.

b. **Enlisted.** Enlisted members will not be allowed to reenlist or voluntarily extend their enlistment unless specifically authorized by NAVPERSCOM.

(1) This restriction is applicable to members whose enlistment, or enlistment as extended, expires within 6 months after PRD of TEMDU HUMS assignment. Prior to obligating for further assignment, such members must be authorized per the following:

(2) Members who desire to reenlist or extend their enlistment shall forward their requests to NAVPERSCOM (PERS-40HH), via their CO, 6 weeks prior to completion of assignment.

(3) Unless the hardship, which generated the TEMDU HUMS, has been alleviated or has ceased to exist, reenlistment or extension will normally not be authorized.

(4) When NAVPERSCOM has directed the CO to make a NAVPERS 1070/613 (Rev. 10-81), Administrative Remarks entry, stating that a member's record is to be flagged and that member is not to be reenlisted or extended on active duty without prior NAVPERSCOM (PERS-40HH) approval, the following applies:

(a) Such an entry does not automatically preclude the member's reenlistment, but is intended to require NAVPERSCOM to reevaluate cases which involve hardships of sufficient duration to jeopardize the member's future assignability.

(b) If the member does not desire reenlistment and is separated at EAOS, COs shall ensure that reenlistment code RE-4 is issued unless otherwise directed by NAVPERSCOM.

25. **Reassignment of Members at Expiration of TEMDU HUMS**

a. Members on TEMDU HUMS will be considered for reassignment approximately 1 month prior to the scheduled completion of their temporary assignments.

b. Six weeks prior to the member's PRD, activities will interview the member to determine if the hardship has been resolved before submitting an availability message to NAVPERSCOM.

**EXHIBT 1**

**BASIC LETTER FOR HUMS REASSIGNMENT/EXTENSION**

(Use the proper letter format containing the following.)

From:  
To: Navy Personnel Command (PERS-40HH for enlisted members,  
PERS-4 for officers)  
Via: Commanding Officer,  
Subj: REQUEST FOR REASSIGNMENT/EXTENSION FOR HUMANITARIAN  
REASONS (HUMS)  
Ref: (a) MILPERSMAN 1300-500  
Encl: (1) Copy of updated NAVPERS 1070/602 (Rev. 7-72),  
Dependency Application/Record of Emergency Data  
(2) Complete copies with all enclosures of any previous  
requests submitted for HUMS reassignment or  
hardship discharge (if applicable)

(List all letters/documents as individual enclosures.)

1. Request: It is requested that I be assigned/extended in the area of ( ) for (temporary duty (TEM DU) humanitarian reasons (HUMS)/normal tour of shore duty/special shore tour) for the reasons indicated below:

a. Description of hardship: (A complete and meaningful description of the hardship without reference to enclosures, which ensures that all information addressees are adequately advised of the existing hardship.)

b. Description of action taken: (A detailed description of what has been done to alleviate this hardship/humanitarian problem, prior to submission of this request.)

c. How applicant expects to alleviate or resolve the hardship if request is approved: (A brief statement outlining how reassignment of the member will either alleviate or resolve the hardship/humanitarian problem.)

**EXHIBIT 1 (Continued)**

2. Necessary information to facilitate decision:
  - a. Names, addresses, and ages of the member and dependent(s).
  - b. Names, addresses, and ages of all other immediate family member(s): (Parents, brothers, and sisters are to be listed regardless of location.)
  - c. Location of household goods and rough estimate of total weight.
  - d. Member's work and home area code and telephone number.
  - e. Attending physician's name, area code, and telephone number.
  - f. Dates of any previous requests for reassignment for HUMS and/or release from active duty, or resignation for HUMS.
  - g. "I understand that if my request for TEMDU HUMS is granted, my assignment will be effected at no cost to the government and I am aware of the restrictions stated in MILPERSMAN 1300-500."
  - h. Hardship discharge statement: "Having been briefed on the contents of MILPERSMAN 1910-110 and 1920-200, I desire/do not desire release from active duty, resignation, or retirement should this request for reassignment/extension for HUMS be denied." If member has sufficient military service that would allow retirement, transfer to the Fleet Reserve, or is within 6 months of eligibility for retirement or transfer to the Fleet Reserve, include statement: "I desire/do not desire consideration for retirement or transfer to the Fleet Reserve should this request for reassignment/extension be denied."
  - i. Include application for retirement or Fleet Reserve as an enclosure if member desires consideration.
  - j. Location of records and personal effects.

**EXHIBIT 1 (Continued)**

3. PRIVACY ACT STATEMENT.

The authority to request this information is derived from 5 U.S.C. 301 and departmental regulations. The purpose of this request is to request transfer and/or discharge due to dependency or hardship reasons. The information is used to determine approval or disapproval for the requested status. The application is completely voluntary; however, failure to provide the required information will result in an inability to process the request and the member will not be able to receive the requested status.

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

Copy to: (Commanding Officer, if request submitted while in a leave or TEMADD status.)

**EXHIBIT 2**

**CO's ENDORSEMENT OF HUMS REASSIGNMENT/EXTENSION REQUEST**  
(Use the proper letter format containing the following.)

**FIRST ENDORSEMENT** on (Basic letter - completely identified.)

From: Commanding Officer,  
To: Navy Personnel Command (PERS-40HH for enlisted members,  
PERS-4 appropriate detailer for officers)

Subj: REQUEST FOR REASSIGNMENT/EXTENSION FOR HUMANITARIAN  
REASONS (HUMS)

1. CO's recommendation. A definite recommendation (i.e., approval, disapproval, for consideration, etc.). If, in the CO's opinion, assignment to temporary duty (TEMDU) humanitarian reasons (HUMS) and/or assignment for HUMS is not the answer to the problem, a recommendation as to the proper course of action should be provided. The member's performance of duty should not be the basis for recommending approval/disapproval, nor is that factor considered by the board.

2. CO's synopsis, assistance provided thus far, and other pertinent information. A brief synopsis of member's case and any new information not contained in the member's request, which was obtained from the CO's personal interview or other contact. Include a statement as to what assistance has been provided by the command and local Navy and civilian agencies (i.e., clergy, social workers, health benefits counselor (HBC), Navy Wives Club, Navy Relief, American Red Cross, etc.). Ensure that these agencies, when appropriate, have been contacted to give assistance. Provide information if the member has required previous special consideration/leave, etc., due to this problem or similar circumstances.

3. Member's disciplinary status or pending disciplinary action. Cases of members awaiting disciplinary action will be held in abeyance by Navy Personnel Command (NAVPERSCOM) until disciplinary action has been resolved.

4. Member's current duty status (i.e., on board for duty, on board in a leave status, on board for further assignment or for further transfer, etc.

**EXHIBIT 2 (Continued)**

5. Miscellaneous personal data. If service record is not available, obtain data by interviewing member involved and so indicate in this paragraph.

a. Permanent duty station and date member reported on board, date member reported on board assisting command, or terminated leave (if applicable). Activity long title and UIC of assisting command (if applicable).

b. Active duty service date (ADSD):

c. Projected rotation date (PRD):

d. Leave data. If on leave, give date leave commenced and date, time, and place of expiration; estimated time and date of departure from leave address in order to comply with leave orders; leave address; area code and telephone number where member may be reached; whether or not leave extension has been requested; and status of request. If member is not on leave, but granting leave is anticipated, include the above data. Provide a statement of current leave balance.

e. Homeport or permanent duty station of ship or unit.

f. Activity data. If applicable, provide dates of forthcoming deployments or completion of deployments, changes in homeports, etc. **Do not classify.**

g. Separation activities. Whether or not the command assisting in the submission of the request has facilities to effect separation of the member and if not, the nearest separation activity.

h. Financial statement. If applicant desires consideration for hardship discharge, include a breakdown of earnings and withholdings from current pay record.

i. Point of contact (POC). Name, telephone number (DSN/Commercial with area code), and E-Mail address.

C. WIRTZ

Copy to: EPMAC (for enlisted)  
NAVRESPERSCEN

## MILPERSMAN 1300-600

### TWILIGHT TOURS

<b>Responsible Office</b>	NAVPERSCOM (PERS-40)	Phone:	DSN	882-3510
			COM	(901) 874-3510
			FAX	882-2647

1. **Purpose**. This article sets forth eligibility criteria for requesting assignment to the area of member's choice, for the last tour of active duty, for members who will complete 30 or more years active duty at the completion of that tour.

2. **Eligibility**

a. **Officers**. Officers eligible for voluntary nondisability retirement per MILPERSMAN 1810-020, with 27 or more years service, are eligible for assignment under the provisions of this article.

b. **Enlisted**. Enlisted members eligible for voluntary nondisability retirement per MILPERSMAN 1810-010 (i.e., who will complete either 30 years active duty day-for-day or 30 years active service computed by including constructive service, less minority enlistment constructive service credit, earned prior to 1 January 1978) are eligible for assignment under the provisions of this article.

(1) Members previously transferred to the Fleet Reserve, who are serving on active duty, are placed on the Retired List without application per MILPERSMAN 1820-010.

(2) Fleet Reservists on active duty are ineligible for reassignment under the provisions of this article even though they have been on continuous active duty for their entire period of service.

(3) Members approaching retirement eligibility who are currently serving a tour of overseas duty are cautioned that requirement to complete the Department of Defense (DOD) area tour may disallow their eligibility to request a twilight tour, if it will result in exceeding 30 years and their rate/rating is not approved for retention beyond 30 years.

3. **Choice of Assignment**. Although needs of the Navy must prevail, members may request assignment to the geographic area of their

choice (specific cities, localities, or units may be identified). Overseas areas may be requested; however, members will be required to complete the applicable DOD accompanied or all others tour for the area to which assigned.

a. **Officers:** The final tour of duty prior to retirement should reflect personal preference, provided a billet requirement exists in the area requested.

(1) Normally, assignments will be to duty at sea or overseas (except when officers are completing normal tours of shore duty and their services are required at sea or overseas).

(2) Officer shortages preclude assignment in excess of allowance.

b. **Enlisted:** Members will be assigned per their normal sea/shore rotation to an activity within the geographic area of their choice, provided a requirement for their rate/rating is available.

**NOTE:** Detailers are authorized to make a one-paygrade substitution between the member's paygrade and the requirement in making such assignments.

#### 4. Request Procedures

a. **Regular Navy.** Members eligible for voluntary retirement who desire reassignment under the provisions of this article shall submit applications for retirement as prescribed in MILPERSMAN 1810-010 and 1810-020 as applicable.

(1) Officer Requests for reassignment shall be submitted via NAVPERS 1301/85 (Rev. 04-02), Officer Personnel Action Request, with copy of retirement request in the form of a signed copy of Source Data System (SDS) Event 38.

(2) Enlisted Requests for reassignment shall be submitted via NAVPERS 1306/7 (Rev. 01-03), Enlisted Personnel Action Request, with copy of retirement request in the form of a signed copy of Source Data System (SDS) Event 38.

(3) Requests should be forwarded at least 9 months, but no more than 12 months, in advance of the requested commencement of twilight tour.

b. **Reserve.** Members designated as Training and Administration of Reserve (TAR) who will complete at least 30 years active duty service, and desire reassignment under the provisions of this article, must submit applications for transfer to the Fleet Reserve as prescribed in MILPERSMAN 1830-040.

(1) Requests for reassignment shall be submitted in letter format and forwarded as an enclosure to the member's request for transfer to the Fleet Reserve (copy to Commanding Officer, Naval Reserve Personnel Center, Code 30).

(2) Requests should be submitted at least 4 months, but no more than 8 months, in advance of the desired commencement of the twilight tour.

5. **Commanding Officer (CO) Responsibility.** COs shall promptly forward all requests from eligible members submitted per this article to Navy Personnel Command (NAVPERSCOM)(applicable detailer).

a. **Enlisted High Year Tenure (HYT) Waiver.** Approval of twilight tours commencing after the 28th year constitutes approval of continuation beyond 30 years only for that period of time required to complete the appropriate activity/area tour; however, a separate NAVPERS 1306/7 requesting a HYT waiver for the amount of time a member will exceed 30 years is required. If a HYT waiver is denied, the twilight tour request will not be granted.

b. **Questionable Eligibility.** Should doubt exist as to the member's eligibility, the request will be promptly forwarded and a determination will be made by NAVPERSCOM (applicable detailer). If the CO's endorsement recommends disapproval of such request, the reason for such recommendation must be stated in the endorsement to assist NAVPERSCOM (applicable detailer) in making a decision.

6. **Cancellation or Modification of Date of Retirement.** Requests for cancellation or modification of date of retirement, or requests for retention on active duty in a retired status, submitted by members who have been reassigned under the provisions of this article will not normally be approved.

**NOTE:** Only in exceptional circumstances involving severe hardship or critical designator/rating shortage will Secretary of the Navy (SECNAV) revise the date of retirement, or NAVPERSCOM retain retired personnel on active duty.

## MILPERSMAN 1300-700

### EXCEPTIONAL FAMILY MEMBER (EFM) PROGRAM

<b>Responsible Office</b>	NAVPERSCOM (PERS-662)	Phone:	DSN	882-4394
			COM	(901) 874-4392
			FAX	882-2629

<b>References</b>	SECNAVINST 1754.5A OPNAVINST 1754.2B BUMEDINST 1300.2
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1. **Policy.** Detailing authorities are sensitive to hardships that confront Navy families, and difficulties imposed by the long absence of members from their families.

a. Emergency leave normally allows sufficient time to address family problems; however, when a family situation requires more time to resolve than leave can provide, reassignment for humanitarian reasons may be requested.

b. When a problem cannot be resolved in a reasonable time frame due to a long-term medical or special education need of a family member, the member will enroll in the Exceptional Family Member (EFM) Program.

c. Enrollment in the EFM Program is mandatory. The individual enrolled must be an authorized family member who resides with the member and who has a physical, intellectual or emotional disability, or long-term chronic medical condition that requires special medical or educational services. Enrollment helps ensure the availability of required medical and educational services at future assignment locations. Additional information regarding the EFM Program can be found in SECNAVINST 1754.5A and OPNAVINST 1754.2B.

d. The location and timing of an assignment of a member with an EFM will be carefully managed. Officer and enlisted detailers will work with the Navy member to develop a career path that permits normal sea/shore rotation.

e. While not always feasible, every attempt will be made to match career and special family needs. The EFM Program **does not**

preclude members from sea duty, normal sea/shore rotation, or accepting unaccompanied tours.

## 2. Background

a. The Exceptional Family Member (EFM) Program was established in compliance with the Individuals with Disabilities Education Act (IDEA) and Department of Defense (DOD) policy which requires early intervention, special education, and related services for children with disabilities attending, or eligible to attend, DOD schools overseas.

b. In September 1988 the Navy expanded the EFM Program **to include all authorized family members** (spouse, child, stepchild, adopted child, foster child, or dependent parent) residing with the member who have a physical, intellectual, or emotional disability, or long-term chronic medical condition that requires special medical or educational services.

c. Enrollment in the EFM Program ensures confirmation of the availability of medical, early intervention, or special education services at overseas locations; ensures availability of medical services at isolated continental United States (CONUS) locations; identifies members requiring assignment to CONUS facilities adjacent to major medical facilities; and identifies members eligible for homesteading.

3. Enrollment Procedures. Members shall enroll using DD 2792 (3-00), Exceptional Family Member Medical and Educational Summary, and appropriate addenda. Forms are available from the command point of contact (POC) or the medical treatment facility (MTF) EFM coordinator who will assist the member with the enrollment process. The form is also available on the Internet at <http://web1.whs.osd.mil/forms/DD2792.pdf>

a. **DD FORM 2792 Application**. To be completed and signed by the member or spouse and verified by an MTF EFM coordinator. A personal note/additional information may be included.

(1) **Addendum A (Medical Summary)**. To be completed and signed by a medical provider, military or civilian, if the family member has a physical disability or long-term chronic medical condition. A signed Medical Summary must be included for all children, even when no medical condition is apparent.

(2) **Addendum A-1 (Asthma/Reactive Airway Disease Summary)**. To be completed and signed by a medical provider, military or civilian, if the family member has a history of asthma or reactive airway disease.

(3) **Addendum A-2 (Mental Health Summary)**. To be completed by the mental health provider, military or civilian, if the family member has a history associated with mental health.

(4) **Addendum B (Special Educational/Early Intervention Summary)**. To be completed and signed by an early intervention or school official. A legible copy of the current Individualized Family Service Plan (IFSP) or Individualized Education Plan (IEP) must be submitted. A letter or report from the school may be included. If enrolling a school-age child with medical needs only, page 1 of the Special Education Worksheet must be endorsed by a school official to confirm that special education is not required.

b. Members must review the form and addenda prior to signature to ensure the information is accurate and complete, and retain a copy for future update requirements.

c. If the member is stationed within an area serviced by a MTF, the MTF EFM coordinator will forward the form, addenda, and any accompanying documents, after reviewing them for accuracy and completeness, to the appropriate Central Screening Committee (CSC).

d. If the member is stationed within an area not serviced by a MTF and a civilian physician completes the forms, the member may forward the EFM forms directly to the appropriate CSC.

4. **Submission Procedures**. EFM enrollment applications will be forwarded to one of the following CSCs based on the member's current duty location.

a. For members with EFMs who reside east of the Mississippi; in the European, Middle Eastern, and African areas; and in the Atlantic/Caribbean region:

EFM Central Screening Committee (Code 0505A)  
Exceptional Family Member Program  
Naval Medical Center  
620 John Paul Jones Circle  
Portsmouth, VA 23708-5900

b. For members with EFMs who reside west of the Mississippi in CONUS and Alaska:

EFM Central Screening Committee  
Naval Medical Center Suite 100  
34520 Bob Wilson Drive  
San Diego, CA 92134-2100

c. For members with EFMs who reside in countries in the South Pacific, Asia, and Hawaii:

EFM Central Screening Committee  
U.S. Naval Hospital Yokosuka  
PSC 475, Box 1, Code 342  
FPO AP 96350-1600

d. MTF health care providers will refer family members for EFM Program enrollment whenever a condition is identified that warrants enrollment (BUMEDINST 1300.2 contains a list of enrollment conditions). This may occur during routine healthcare, suitability screening, or when an individual self-identifies a condition.

e. The CSC will promptly review the EFM applications; recommend enrollment/non-enrollment and an EFM category, and forward the application to Navy Personnel Command (NAVPERSCOM), Exceptional Family Member Program (PERS-662F) for final action.

f. Further program guidance and general information can be obtained by contacting the EFM Program manager at the following address and phone numbers:

Navy Personnel Command  
Exceptional Family Member Program (PERS-662F)  
5720 Integrity Drive  
Millington, TN 38055  
Toll Free: 1 (800) 527-8830  
COMM: (901) 874-4391  
DSN: 882-4391

5. **Categories**. The CSC validates that enrollment is appropriate and recommends one of the following categories:

a. **Category 1**. Enrollment for monitoring purposes for medical or educational needs.

b. **Category 2**. Limited overseas/remote CONUS assignments. Care is usually available at most locations, except for some isolated CONUS/overseas areas. If orders are for overseas duty, the family must successfully complete overseas screening.

c. **Category 3**. No overseas assignments. The EFM's medical condition/educational needs preclude assignment to overseas locations where services to meet those needs are not available.

d. **Category 4**. Major medical areas within CONUS only. The EFM's medical/educational condition requires assignment to billets near major medical facilities. This can be a major MTF or a civilian TRICARE facility.

e. **Category 5**. Homestead Program. The EFM's needs are highly specialized as to complexity/severity requiring continuity of care. The member receives a long-term assignment to an area that can support multiple sea-shore rotations, typically in the geographic areas of Norfolk, VA; Jacksonville, FL; San Diego, CA; Bremerton, WA; and Washington, DC.

f. **Category 6**. Temporary category. The EFM's condition requires a stable environment for 6 months to 1 year due to ongoing treatment or diagnostic assessments. Must be updated in 1 year to receive a permanent category or to be disenrolled.

g. Assignments are based on the information contained in the application. Information in the application needs to be current and accurate to ensure an appropriate category is assigned.

h. After making a recommendation, the CSC will forward the application to NAVPERSCOM (PERS-662F) if warranted.

6. **Final Process**. NAVPERSCOM (PERS-662F) EFM Program manager will do the following:

a. Review the application category recommendation made by the CSC and make a final determination on enrollment and category.

b. Flag the detailing record, which notifies the detailer of EFM status.

c. Review the EFM file when permanent change of station (PCS) orders are issued to ensure the availability of services at the assignment location.

7. **Updating Enrollments.** Enrollment updates are due every 3 years from the date the enrollment application is approved by NAVPERSCOM. Exceptions are as follows:

a. Category 6 (temporary category) must be updated within 1 year of enrollment.

b. There is a change in medical diagnosis or new diagnosis.

c. There is a change in early intervention or special education needs.

d. If an update is due at the time of a projected rotation date (PRD), initiate the update at least 9 months prior to PRD.

8. **Disenrollments.** Disenrollment may be requested when any of the following situations occur:

a. Special medical, early intervention, or educational services are no longer required for a family member as validated by a physician/school official.

b. Divorce or loss of custody of the enrolled family member. Forward official court ordered decrees to NAVPERSCOM (PERS-662F).

c. Death of the family member. Forward a copy of the death certificate to NAVPERSCOM (PERS-662F).

9. **Family Members Identified after Issuance of Orders**

a. If NAVPERSCOM assignment orders were already issued, overseas/remote duty suitability screening is conducted concurrent with EFM enrollment.

b. If suitability screening cannot be completed prior to transfer of the member, the member's command shall notify NAVPERSCOM (PERS-4, PERS-40, PERS-451, appropriate detailee, and PERS-662) **by message** and request the orders be held in abeyance pending completion of overseas/remote duty suitability screening. The message will indicate whether or not EFM application has been submitted, and its status.

10. **Early Return of Exceptional Family Members**. When an EFM is identified overseas or at a remote duty location, requests for early return/reassignment of the member and family must be initiated if the medical or educational condition exceeds the availability of required services at the overseas/remote duty location. Refer to MILPERSMAN 1300-306 for additional information.

## MILPERSMAN 1300-1000

### MILITARY COUPLE AND SINGLE PARENT ASSIGNMENT POLICY

<b>Responsible Office</b>	NAVPERSCOM	Phone:	DSN	882-4185
	(PERS-451)		COM	(901) 874-4185
			FAX	882-2693

1. **Policy**. Chief of Naval Personnel (CHNAVPERS) supports the collocation of Navy members married to other military members. Every reasonable effort will be made for military couples to move together/serve together whenever possible.

a. Assignments will normally be made to fill valid Navy requirements, considering the needs of the military family as well as the manning of the losing and gaining activities; therefore, collocation/immediate reassignment may not always be possible.

b. Collocation of Navy members with members of other uniformed services or services of other countries are much more difficult and may not always be possible. Spouse collocation policy does not provide for assignment to duty near a civilian spouse, including civilian government employees.

2. **Requests**. Military couples desiring collocation must separately submit a request to their detailers with command endorsement, noting their military couple status and including the name, rank/rate, service, and SSN of spouse, and number of current dependents.

a. **Officer** requests should be submitted on NAVPERS 1301/85 (Rev. 4-02), Officer Personnel Action Request.

b. **Enlisted** requests should be submitted on NAVPERS 1306-7 (Rev. 1-03), Enlisted Personnel Action Request.

c. **Agreement Required**. Each member must submit a copy of their spouse's request with their request to expedite communication between the respective detailers. Both members must be in agreement that collocation is desired. If not in agreement, each member will be detailed in per their desires, consistent with needs of the Navy.

d. **Collocation - High Priority.** When requested, spouse collocation becomes the highest priority and main duty preference consistent with needs of the Navy.

e. **Collocation - not always Possible.** Members should be aware that due to the difficulties involved in spouse collocation, fulfilling duty preferences for geographical location or type of duty/unit may not be possible.

f. **Couples not presently Collocated.** Military couples not presently collocated, recently married, or not previously identified as a "military couple," can request reassignment consideration to achieve collocation, providing the following criteria are met:

(1) Member requesting to be transferred has completed at least 1 year on board current duty station at the time of the transfer and, if required, a contact relief is available. Every effort will be made to achieve collocation within 1 year of request; however, requirements regarding prescribed sea tours, obligated service/retainability, recently acquired skills, and training will all be considerations in processing of the request.

(2) Neither member is currently under orders to go into a training status. If one or both members are going into a training status, requests will be kept on file to facilitate spouse collocation at the completion of the training assignment.

(3) A valid billet/requisition for which the member is qualified is available.

(a) Sea/shore rotations will be maintained whenever possible.

(b) When both members are eligible for sea duty, the spouse with the least amount of sea duty will normally be assigned sea duty; however, military couples comprised of new accession or first-term members may be involuntarily assigned to simultaneous sea duty.

(c) Military couples with dependents are required to maintain a current, workable dependent care plan.

g. **Outside Continental United States (OCONUS).** When one member is already on an OCONUS Department of Defense (DOD) tour, that member's projected rotation date (PRD) will be extended to match the PRD of the joining spouse.

h. **Changes after Orders Issued.** Issued orders may remain in effect when a marriage occurs/requests for modification have been submitted.

(1) Modification will be considered if it will not result in a gapped billet, adversely affect the gaining command's readiness, or preclude use of recently acquired skill/training.

(2) If the member is required to execute their orders, collocation action will be considered after 1 year, if collocation is still desired.

i. **Collocation after Training.** Members requesting training must be advised that they may **not** be eligible for spouse collocation consideration in conjunction with this training assignment. Members completing training will be assigned to an appropriate tour for these newly acquired skills, which may preclude or limit spouse collocation consideration for the duration of this post-training assignment.

3. **Restrictions.** Military couples will not be permanently assigned to the same ship or the same shipboard deployable command (e.g., tender with multiple unit identification codes (UICs) or carrier and its associated carrier air wing).

a. **Same Reporting Senior.** Members will not be assigned to the same command ashore with the same reporting senior without the gaining commanding officer's (CO's) concurrence.

(1) Unusual circumstances may result in a couple being temporarily assigned to the same afloat activity.

(2) This paragraph does not require transfer of the members to rectify such a temporary situation.

b. **Same Ship/Shipboard Embarking Command.** In the case of a member on shipboard duty who marries another member assigned to the same ship or the same shipboard embarking command, the member who has completed the larger percentage of their prescribed sea duty tour (PST) will normally be reassigned as

soon as possible, however, adverse impact on the ship's readiness may necessitate the transfer of the other spouse.

c. **Involuntary Assignment.** Military couples will **not** normally be involuntarily assigned to a simultaneous sea duty tour (Type Duty Code "2" or "4").

(1) Military couples comprised of first-term members or initial accessions may require assignment to simultaneous sea duty consistent with needs of the Navy and the member's training.

(2) Members who get married while on sea duty will be required to complete their sea tour, unless assigned to the same ship or the same shipboard embarked command.

d. **One on Sea Duty/One on Shore Duty.** Whenever possible, one member will be on sea duty while the spouse is on shore duty and their PRDs will be matched to facilitate future collocation requests.

(1) PRDs will reflect a 36-month rotation, regardless of PST or normal shore tour (NST).

(2) It is imperative that military couples maintain a current, workable dependent-care plan, which can be utilized when needed.

e. **Simultaneous Sea Duty.** Members requesting spouse collocation that results in simultaneous sea duty must forward a copy of the following appropriate NAVPERS 1070/613 (10/89), Administrative Remarks entry with their spouse collocation request. A copy is to be retained in the member's service record.

(1) NAVPERS 1070/613 entry for military couples **with dependents** is:

**Date:** "I have read and understand the military couple assignment policy contained in MILPERSMAN 1300-1000. I understand that simultaneous sea duty (Type Duty Code "2" or "4") with my spouse requires me to complete the normal tour length of my assignment. My spouse and I have developed a dependent-care plan which will be utilized when necessary."

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

Witnessed by: \_\_\_\_\_  
C. J. WIRTZ  
LCDR, USN, Personnel Officer

(2) NAVPERS 1070/613 entry for military couples **without dependents** is:

**Date:** "I have read and understand the military couple assignment policy contained in MILPERSMAN 1300-1000. I understand that simultaneous sea duty (Type Duty Code "2" or "4") with my spouse requires me to complete the normal tour length of my assignment and that basic allowance for quarters (BAQ) entitlements will only be paid to the senior member (if E-5 or below) for that period."

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

Witnessed by: \_\_\_\_\_  
C. J. WIRTZ  
LCDR, USN, Personnel Officer

4. **Options if Assignment within Immediate Area of Spouse is not Available.** In the event reassignment of applicant to area of spouse is not feasible and spouse's reassignment is not desired (or also not feasible), Navy Personnel Command (NAVPERSCOM) will normally disapprove applicant's request. The following options may be offered:

a. Resubmission in 6 months for reconsideration.

b. Assignment to the nearest available requirement within area of spouse's present assignment. **NOTE:** Acceptance of this option will require that applicant serve a minimum 24-month tour at the activity and would, therefore, not be eligible for reassignment during that period in the event a requirement nearer to spouse's duty station becomes available.

5. **Assignment of Husband and Wife to Isolated Duty Stations.**

The assignment of married Navy couples to isolated duty stations where an unaccompanied tour is directed may be authorized on a voluntary basis (except Diego Garcia).

a. Such assignment is with the understanding that both husband and wife will be treated as individual service members, and quarters for joint residence may not be available.

b. Isolated duty areas are dependent-restricted, and dependent children are not authorized.

c. Requests for collocation will not be considered unless the members are married at the time of request. Exceptions may be granted in those rare cases when members engaged to be married are assigned to a command where marriage is not allowed (e.g., Diego Garcia), and the couple desires collocation on their follow-on tour.

6. **Reassignment To Different Activities.** Requests for reassignment from members of an immediate family serving together on active duty at the same activity who no longer desire to serve together shall receive favorable consideration, provided there are no overriding military needs for the retention in the same unit.

a. Requests for reassignments to be separated from a member of the same family shall reference this article.

(1) **Officer** requests should be submitted on NAVPERS 1301/85.

(2) **Enlisted** requests should be submitted on NAVPERS 1306/7.

b Unless specifically requested, members of an immediate family serving together shall not be reassigned until they

become eligible for normal rotation, or until their reassignment is required to meet needs of the service.

7. **Single Parents**. Single parents are assigned utilizing the same procedures as other servicemembers.

a. NAVPERSCOM recognizes the unique situations that occur when single parents are assigned to some types of duty/duty locations; however, a preferential assignment policy regarding single parents would be discriminatory toward other members.

b. When it is determined that assignment to sea duty would involve hardship not normally encountered by other members of the naval service, a request for discharge/release to inactive duty may be submitted.

(1) For **hardship discharges**, refer to MILPERSMAN 1910-110.

(2) For **parenthood discharges** refer to MILPERSMAN 1910-124.

## MILPERSMAN 1300-1100

### IMMEDIATE FAMILY MEMBER ASSIGNMENT OR REASSIGNMENT POLICY

<b>Responsible Office</b>	NAVPERSCOM (PERS-451)	Phone:	DSN	882-4185
			COM	(901) 874-4185
			FAX	882-2693

<b>Governing Directives</b>	OPNAVINST 1300.15
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1. **Policy.** This article outlines the procedures for submission of requests for assignment or reassignment of members of the same immediate family serving on active duty in the U.S. Navy in other than hostile fire areas and establishes requirements to be met for submission of such requests.

a. Policies governing deferment of Navy personnel from duty in hostile fire zones are contained in OPNAVINST 1300.15.

b. For the purposes of this article, family members include; father, mother, sons and daughters, and all sisters and brothers in the following categories:

- (1) A brother or sister of whole blood.
- (2) A brother or sister of half blood.
- (3) A brother or sister by adoption.

c. All personnel desiring shipboard family duty are required to sign the following NAVPERS 1070/613, Administrative Remarks page entry:

Date: "I understand the potentially hazardous implication of family duty but desire this assignment."

Member's Signature

Witnessed by: L. Ward  
CDR, USN, Personnel Officer

d. Commander Navy Personnel Command (COMNAVPERSCOM) has no objection to assignment in the same area of two members of the same immediate family where an officer and enlisted person are involved, providing the transfer is not to the same military command, and there are at least two commands in the immediate areas.

2. **Requirements For Cost Transfer.** Chief of Naval Personnel supports the assignment of members of the same immediate family serving on active duty in the U.S. Navy. Every reasonable effort will be made for same immediate family members to serve together whenever possible.

a. Assignments will normally be made to fill valid Navy requirements, considering the needs of the military family as well as the manning of the losing and gaining activities. Therefore, immediate reassignment may not always be possible. Members requesting transfer to serve with a member of an immediate family must be otherwise eligible for reassignment under current distribution directives (i.e., near projected rotation date (PRD)) and meet the following criteria.

(1) Urgent service requirements do not preclude approval.

(2) The receiving activity has an authorized requirement for the rate/rating/Navy Enlisted Classification code (NEC) concerned.

(3) The member requesting transfer has sufficient obligated service (OBLISERV) or minimum service retainability to serve the applicable tour at the activity requested.

(4) Neither member is in receipt of permanent change of station (PCS) orders.

(5) Member must have a clear record for the previous 12 months.

b. Except for personnel in recruit or student status, 1 year at the current duty station prior to the requested date of transfer.

c. Requests submitted more than 6 months in advance of eligibility for transfer will be returned to originator.

3. **Requirements For No-Cost-To-The-Government Transfer.** When members would not normally receive the reassignment requested due to other considerations, such as PCS constraints or insufficient

time in present fleet to meet inter-fleet transfer requirements, COMNAVPERSCOM has no objection to the issuance of no-cost-to-the-government transfer directives by distribution authorities.

a. The following criteria must be met:

(1) Urgent service requirements do not preclude approval.

(2) The receiving activity has an authorized requirement for the rate/rating/NEC concerned.

(3) Where duty ashore is involved, the member requesting reassignment is eligible for shore duty and has sufficient time remaining on their normal shore tour to provide 24 months service at the receiving activity.

(4) The member requesting transfer has sufficient OBLISERV or minimum service retainability to serve the applicable tour at the activity requested.

(5) Neither member is in receipt of PCS Orders.

(6) Member must have a clear record for the previous 12 months.

b. Due to the lengthy qualification time involved with nuclear propulsion plants, nuclear trained personnel are required to have sufficient OBLISERV remaining to complete a 24 month tour at the receiving command.

c. Except for personnel in recruit or student status, member requesting transfer must complete a minimum 1 year at current duty station prior to the requested date of transfer.

d. Requests submitted more than 6 months in advance of eligibility for transfer will be returned to originator.

e. Travel outside the continental United States via Military Airlift Command is not authorized on no-cost-to-the-government transfer due to industrial funding regulatory restrictions.

f. Fleet Commanders may authorize utilization of fleet units for transportation where practical and feasible.

4. **Request**. Request for assignment to duty with another member of the immediate family shall be submitted to the appropriate Assignment Control Authority (ACA), via both member's commanding officers, and the non-requesting member.

a. Officers will submit requests via NAVPERS 1301/7, Officer Personnel Action Request.

b. Enlisted personnel will submit requests via NAVPERS 1306/7, Enlisted Personnel Action Request.

c. Requests from non-designated (SN/FN/AN) personnel shall be addressed to EPMAC via the Commanding Officer.

d. All requests must include the following information:

(1) Requested date of transfer.

(2) Name, rate, social security number, PRD, duty station and homeport (if applicable) of the other family member.

e. When the member originating the request for transfer is not eligible for reassignment under cost conditions, the following statement shall be executed on the NAVPERS 1070/613, Administrative Remarks.

Date: "I understand that if my request for transfer by reason of assignment to be with (relation of family member) is authorized, it will be as a result of my own request for my personal convenience, and is to be made at no-cost-to-the-government. I shall not be entitled to reimbursement for any expenses connected therewith (travel, household goods shipment, or POV shipment) and government transportation. The use of Military Airlift Command is not authorized for myself or my dependents. I shall not be entitled to payment of dislocation allowance and my transfer will be made during a leave period with no proceed or travel time authorized."

Member's Signature

Witnessed by: L. S. Ward  
CDR, USN, Personnel Officer

5. **Forwarding Endorsement.** Each commanding officer shall make positive comments and recommendations as to desirability of having the family members serve together. Additionally, they will ensure required NAVPERS 1070/613 entry(s) have been completed as applicable.