

## MILPERSMAN 1301-010

### TRANSFER OF AN OFFICER FOR MEDICAL TREATMENT

<b>Responsible Office</b>	NAVPERSCOM (PERS-821)	Phone:	DSN	882-3242
			COM	(901) 874-3242
			FAX	882-2622

<b>Governing Directives</b>	SECNAVINST 5720.42E OPNAVINST 5510.1H OPNAVINST 5350.4B
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<b>Reference</b>	Report Control Symbol BUPERS 1301-13, Officer Hospitalization Report Report Control Symbol BUPERS 1302-5, Officer Availability Report
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1. **Policy.** Officers transferred to a hospital or medical facility for treatment shall not be detached from the permanent duty station (PDS) except under orders from Chief of Naval Personnel (CHNAVPERS).
2. **Commanding Officer's Responsibility.** Upon hospitalization of an officer permanently under his or her command, and when any of the situations listed below occurs, the commanding officer (CO) shall promptly submit a Report Control Symbol (RCS) BUPERS 1301-13 to Navy Personnel Command (NAVPERSCOM) (officer detailer or PERS-821). The CO shall also send an information copy of the report to the hospital or medical facility concerned. The situations are as follows:
  - a. The officer hospitalized is in receipt of permanent change of station (PCS) orders (discharge, release from active duty, resignation, or retirement).
  - b. The probable duration of hospitalization (inpatient care) will exceed 10 days.
  - c. The officer's ship will depart the immediate area of hospitalization.

d. The hospitalization of the officer creates a need or probable need for replacement.

e. Any other circumstances under which the CO considers such notification advisable (i.e., when an officer in receipt of PCS orders is being treated on an outpatient basis and cannot execute the orders as written).

3. **Commanding Officer of Medical Activity Responsibility.** The CO with medical responsibility shall

a. promptly submit an initial RCS BUPERS 1301-13 to NAVPERSCOM (officer detailer or PERS-821) with an information copy sent to the member's CO, upon hospitalization of an officer who is

(1) executing PCS or temporary additional duty (TEMADD) orders, whether in a leave travel, proceed time, or awaiting transportation status, or while en route to or returning from a TEMADD station, or

(2) en route to a first duty station under PCS orders to duty in excess of 30 days (in the case of a Naval Reserve officer).

b. submit a follow-up progress report to NAVPERSCOM (officer detailer or PERS-821), with an information copy to the member's command, in the event

(1) the diagnosis, prognosis, or length of hospitalization vary from that initially reported to CHNAVPERS, or

(2) an officer is on the sick list continuously for 6 months, regardless of any change of station which may have occurred. Progress reports shall continue to be submitted at the expiration of each 6-month period until the officer is reported available for assignment under this article.

4. **Officer Hospitalization Report**

a. RCS BUPERS 1301-13 consists of an initial notification and follow-up report, as required. **The initial notification shall include the following:**

Subj: OFFICER HOSPITALIZATION REPORT (REPORT CONTROL SYMBOL  
BUPERS 1301-13)

1. Grade, full name, SSN/designator.
2. Duty assignment within the PDS or other status at time of hospitalization.
3. CHNAVPERS Order Number, date, and type of order, if the officer is in receipt of PCS orders.
4. Complete name and location of hospital or medical facility at which the officer is hospitalized and date transferred to or received by that activity.
5. Nature of illness or injury. Report by diagnosis code as listed in the International Classification of Diseases, Adapted, if available; otherwise, use non-medical phraseology and in general terms describe the reason for treatment. If, in some instances (such as mental ailment or emotional instability, or for some other reason), the report includes information requiring protection because of statutory requirements or because it is in the public interest, the report shall be marked "For Official Use Only" per SECNAVINST 5720.42E. Should the report include information which requires protection in the interest of national defense, it shall be classified per OPNAVINST 5510.1H.
6. Source for determining the prognosis and estimated length of treatment, i.e., based on information obtained from the hospital or medical facility, or based on a local medical officer's opinion.
7. An estimate of the probable duration of treatment which should be based on a medical officer's opinion, if possible.
8. Commanding officers losing the services of an officer shall include a definite recommendation regarding detachment of the officer from the permanent ship or station. The recommendation shall include a statement that the officer's duties can or cannot be temporarily assigned to or assumed by other available personnel, and, if not, a brief statement that a relief is required by a specific date.

b. **A follow-up progress report shall include the following:**

Subj: OFFICER HOSPITALIZATION PROGRESS REPORT (REPORT CONTROL SYMBOL BUPERS 1301-13)

1. Grade, full name, SSN/designator.
2. Diagnosis, prognosis, expected length of hospitalization.
3. Any modification of information submitted in the initial notification.
4. Information not available at the time of initial notification.

5. **Detachment**. After receipt of all pertinent information and when deemed appropriate by CHNAVPERS, PCS orders will be issued by NAVPERSCOM (officer detailer or PERS-821) detaching the officer from the PDS and directing the member to continue treatment. Upon receipt of detachment orders, commands shall make appropriate personnel diary entries according to instructions for the Manpower Personnel and Training Information System (MAPTIS).

6. **Temporary Additional Duty (TEMADD) Orders**

a. TEMADD orders issued under this article shall be issued to the officer for round-trip travel to the nearest Armed Forces hospital or medical facility. Generally, all TEMADD orders should include accounting data (whether any travel is required). Cost of travel performed under such orders shall be chargeable to the TEMADD funds allocated to the activity to which the officer is permanently attached.

b. Request for accounting data from the type commander should be submitted when it is known, or a possibility exists, that travel cost to the government will be involved and/or treatment is not urgent and the command is not in receipt of appropriate funds.

c. Such requests shall

(1) identify the member (grade, full name, SSN/designator).

(2) identify the medical facility concerned.

(3) state the effective date and estimated duration of the treatment.

(4) state the medical diagnosis.

d. The command, which issued TEMADD orders for treatment, shall be informed of any order modification orders which might effect unanticipated additional charges to the appropriation date cited. No per diem is allowed while an officer is under treatment as a bed-patient or an inpatient in a hospital.

e. All TEMADD orders shall contain the following paragraph:

"Upon discharge from treatment, if found fit for full duty (if on sea duty) or, fit for full duty or limited duty (if on shore duty), and unless otherwise indicated or directed by Chief of Naval Personnel, you will return to this command and resume your regular duties."

7. **TEMADD Orders Without Accounting Data.** In emergency cases where it is impractical to request appropriate accounting data to be included in the TEMADD orders for treatment at the nearest Armed Forces hospital or medical facility from the type commander due to the urgency of the situation, COs shall issue TEMADD orders without accounting data for treatment to officers under their command. Upon receipt of accounting data, appropriate modification shall be issued promptly.

8. **TEMADD Orders for Evacuation**

a. When an officer with family members or household goods is to be evacuated to one of the 48 contiguous United States or the District of Columbia for treatment or further treatment, except under OPNAVINST 5350.4B, a report shall be made as soon as practical to NAVPERSCOM (officer detailee or PERS-821) requesting PCS orders.

b. Such request shall

(1) identify the member (grade, full name, SSN/designator).

(2) furnish the Armed Services Medical Regulating Office (ASMRO) cite number.

(3) state the medical facility being evacuated to, and the date of evacuation.

c. Overseas Naval medical facilities may issue TEMADD orders for evacuation (not to include detachment from PDS) for officer patients without family members or household goods to one of the 48 contiguous United States or the District of Columbia (D.C.) for further treatment. Evacuation of patients to one of the 48 contiguous United States or D.C. shall be effected under the evacuation policy for the overseas area concerned.

d. All patients evacuated from overseas shall be integrated into the Aeromedical Evacuation System and reported to the ASMRO. The TEMADD orders for evacuation shall direct to proceed to one of the 48 contiguous United States or D.C. to report to the CO of the medical debarkation facility (surface or air) serving the port of entry for further transfer to such armed services hospital or medical facility as ASMRO may designate. Travel under TEMADD orders for evacuation is chargeable to the activity's appropriation which provides TEMADD travel funds to the officer's PDS.

9. **Copy of TEMADD Orders.** One copy of the TEMADD orders for treatment or field evacuation shall be forwarded to NAVPERSCOM (officer detailee or PERS-821) upon completion of the round-trip or upon arrival at a final medical facility.

10. **Upon Completion of Treatment: Officers Who Have Not Been Detached From Their PDS**

a. Upon completion of treatment, an officer who has not been detached from their PDS aboard a ship or other afloat activity and who is found physically fit for limited duty only, or whose ship or afloat activity is deployed, shall be assigned by the medical facility to either

(1) TEMADD in a local ship or afloat shore activity, provided the officer's services can be utilized profitably, and such ship or afloat activity is expected to remain in the immediate vicinity until instructions or PCS orders can be issued by CHNAVPERS; or

(2) TEMADD at the nearest local activity where the officer's services can be utilized.

b. The medical facility shall modify the original TEMADD orders for treatment to direct the further TEMADD assignment. The medical facility shall promptly notify the TEMADD order issuing command and NAVPERSCOM (officer detailee or PERS-821) of the location of the further TEMADD assignment.

**11. Upon Completion of Treatment: Officers Previously Detached From Their PDS**

a. Upon completion of treatment, an officer previously detached from their PDS under orders from CHNAVPERS shall be assigned by the medical facility to either

(1) TEMDU at a local ship or afloat activity, provided the officer's services can be utilized profitably and such ship or afloat activity is expected to remain in the immediate vicinity until instruction or PCS orders can be issued by CHNAVPERS, or

(2) TEMDU at the nearest activity where the officer's services can be utilized.

b. The medical facility shall endorse the PCS orders issued by CHNAVPERS detaching the officer from their last PDS to direct the further TEMDU assignment. A copy of such endorsement shall be promptly forwarded to NAVPERSCOM (officer detailee or PERS-821) for use in connection with accounting control.

**12. Upon Completion of Treatment: Officers Who Are Available for Assignment.** Upon completion of treatment, officers in the following categories shall be reported to NAVPERSCOM (officer detailee or PERS-821) as available for assignment:

a. Officers detached from their PDS under orders from CHNAVPERS.

b. Officers whose ships or afloat activities are deployed.

c. Officers found physically fit for limited duty only and not previously detached from the PDS aboard their ships or other afloat activities.

13. **Officer Availability Report**

a. The report of an officer available for assignment is assigned RCS BUPERS 1301-5, Officer Availability Report. This report shall be submitted by the CO of the hospital or medical facility if the officer is an inpatient, or by the local CO having temporary cognizance (TEMADD or TEMDU) over the officer.

b. The officer shall submit in proper letter or message format the following:

Subj: OFFICER AVAILABILITY REPORT (REPORT CONTROL SYMBOL  
BUPERS 1301-5)

(Upon completion of full duty status, officers shall be reported to NAVPERSCOM (officer detailer or PERS-821) as available for assignment.)

1. Grade, full name, SSN/Designator.
2. A specific statement that the medical board report is being submitted.
3. A statement concerning physical fitness for full duty.
4. The disposition of the officer and number of days leave desired.
5. The results of a flight physical examination, if the officer is a naval aviator, indicating physical and psychological fitness for duty involving actual control of aircraft, and a recommendation for assignment to a service group.

## MILPERSMAN 1301-030

### NAVPERS 1301/1, OFFICER PREFERENCE AND PERSONAL INFORMATION CARD

<b>Responsible Office</b>	NAVPERSCOM (PERS-451)	Phone:	DSN	882-3025
			COM	(901) 874-3025
			FAX	882-2963

1. **Purpose**. NAVPERS 1301/1, Officer Preference and Personal Information Card provides officers a means of direct input to the assignment process. The Assignment Officer reviews requirements and individual performance in an attempt to achieve optimum distribution, while considering career development and satisfaction of personal preference consistent with service needs.

2. **Submission of NAVPERS 1301/1**

a. Every officer is encouraged to submit a card at any time to communicate to the assignment officer any information regarding future assignments. A card should be submitted at least 12 months prior to projected rotation date (PRD). A new card should also be submitted when changes in postgraduate preference, marital or dependency status, members of household, current residence, or next duty preference occur.

b. Specific instructions for completing the information requested are on the back of the card. Leave blocks blank that are considered not applicable.

c. The original card and one copy shall be sent to the Navy Personnel Command (PERS-4), and directed to the attention of the officer's individual assignment officer.

3. **Reserve Officers**. Naval Reserve officers who are either on an Active Duty Agreement or an Agreement to Extend, and who indicate in BLOCK 1 a desire to remain on active duty after their Reserve Expiration of Obligated Service, are still required to submit a separate letter according to the applicable MILPERSMAN article.

## MILPERSMAN 1301-100

### OFFICER DISTRIBUTION - OVERVIEW

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

<b>References</b>	BUPERSINST 5720.7D SECNAVINST 5211.5D
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#### 1. Introduction

a. Chief of Naval Operations (CNO), Manpower and Personnel (N1) is the single point of contact at the Washington headquarters level for all matters relating to the distribution of naval personnel. Navy Personnel Command (NAVPERSCOM), located in Millington, TN, performs officer personnel distribution and career development functions in support of the CNO mission.

b. Other MILPERSMAN articles pertaining to officer distribution and assignment are as follows:

Topic	See MILPERSMAN
Officer Distribution - Process	1301-102
Officer Distribution - General Tour Lengths and Rotations	1301-104
Officer Distribution - Time on Station	1301-106
Officer Distribution - Retainability	1301-108
Officer Distribution - Prescribed Sea Tour and Recommended Shore Tour Lengths	1301-110
Officer Distribution - Command Tour Lengths	1301-112
Officer Distribution - Tour Lengths for Navy Personnel Command (NAVPERSCOM) Detailing Personnel and Sea/Shore Rotation Policy for all NAVPERSCOM Personnel	1301-114
Officer Distribution - U.S. Military Academy and U.S. Air Force Academy Instructor Tour Lengths	1301-116
Officer Distribution - Major Defense Acquisition Position Tour Lengths	1301-118
Officer Distribution - Joint Duty Assignment Tour Lengths	1301-120
Officer Distribution - Operational Screening	1301-122

2. Mission. The mission of officer-related divisions of Assistant Commander NAVPERSCOM for Distribution (PERS-4) is threefold:

a. To assign the best qualified officers to meet needs of the Navy as defined by the approved officer billet file.

b. To assign officers to billets which develop their professional expertise so that the officer corps as a whole embodies leadership, technical, and managerial skills necessary to achieve the Navy's mission.

c. To assign officers sensitively and fairly, ensuring their continued professional motivation and dedication to the Navy.

3. **Background.** Manpower and personnel policies pertaining to the officer corps are driven by requirements. These requirements are determined by CNO, acting through the Deputy CNO for Manpower, Personnel, and Training (N1).

a. NAVPERSCOM is responsible for the administrative management of inventory, in quantity and quality, to meet these requirements. The development and optimum employment of a qualified, motivated work force is a universal, many-faceted problem; it is a particular challenge in the highly competitive, closed system (i.e., accessions only at the bottom) characteristic of the officer corps. Inventories must be kept in line with requirements and, at the same time, the individual officer must be provided with a meaningful, professional development pattern. The proper, balanced professional development of the officer corps is directly dependent on establishment of reasoned, mutually supportive policies and adherence to these policies in the distribution process.

b. NAVPERSCOM (PERS-4) maintains and manages the inventory of officer personnel through the distribution process. With respect to officer personnel policies, NAVPERSCOM (PERS-4) works closely with CNO, Military Personnel Plans and Policy Division (N13), which has primary responsibility for development of personnel policies and plans in support of Navy forces.

4. **Triad of Detailing.** Each duty assignment is governed by the "Triad of Detailing," which include **needs of the Navy, career needs of the individual, and desires of the individual.** Assignment officers consider these three areas before determining an officer's assignment.

a. **Needs of the Navy.** Needs of the Navy are the primary consideration in each officer's assignment and override all other factors. These needs are met by filling a valid billet requirement with the best officer available. Command requirements are screened by the **placement officer** (who

represents the command) and furnished to the **assignment officer** (who represents the individual officer).

(1) A valid billet requirement starts out as the officer allowance for each activity, as modified by the Navy Manning Plan for Officers (NMPO). Billet requirements are further defined by amplifying information, such as Naval Officer Billet Classification (NOBC) codes, Additional Qualification Designators (AQDs), Billet Sequence Codes (BSCs), etc.

(2) The best-qualified officer is the one who meets the billet requirements and is available. Some of the factors affecting the selection of a particular officer and constitute needs of the Navy are as follows:

- (a) Time-on-station (TOS) of incumbent
- (b) TOS of relief
- (c) Retainability of relief
- (d) Minimum tour for separation (MTS) of incumbent
- (e) Permanent change of station (PCS) costs
- (f) Completion of Department of Defense (DOD) tour
- (g) Utilization of specialized training

(3) Due to high priority "needs of the Navy" requirements, some officers are assigned to billets perceived to be outside normal career progression. Assigning to or extending officers in billets which require a unique ability or expertise (e.g., foreign language, qualification in an out-of-production weapons platform, or certain minority/equal opportunity tours) may, if not properly documented, adversely impact an officer's career.

(a) To ensure "no other options" assignments are properly documented and are brought to the attention of promotion and selection boards, assignment officers will submit a letter of explanation (Exhibit 1) to NAVPERSCOM (PERS-4) for signature.

(b) Officers who are short-toured in order to fill a key billet will also receive a letter of explanation to prevent possible misinterpretation by a selection board.

(c) A copy of this letter will be added to the microfiche copy of the officer's record under the explicit

subject heading "Memorandum for the Officer Master Personnel Record."

b. **Career Needs of the Individual.** Operational, technical, and managerial areas of development are key elements in every officer's career progression. Warfare specialty development is essential to the Unrestricted Line (URL) officer and is incorporated in the professional development system. This system is structured to develop officers who are capable of performing in key technical and managerial assignments, as well as warfare/staff specialties.

(1) Each officer community has a basic career path that develops its officers to assume positions of increasing responsibility. Within a career path, there is a great deal of room for flexibility among assignments to achieve the desired results. Depending on the community, each officer must obtain certain qualifications during their career.

(2) Career development information for all officer communities is contained in the annual career issue of **Link-Perspective**. This publication is the professional development bulletin of the Navy officer community, and is published by NAVPERSCOM, Public Affairs Office (PERS-051).

c. **Desires of the Individual.** The desires of the individual, although listed third in the Triad of Detailing, are extremely important. In this area, the morale of the officer and, in many instances, the family, are affected.

(1) The working spouse factor is specifically considered in the assignment process; however, the employment status of the spouse does not take priority over the needs of the Navy or the career needs of the individual.

(2) The decision by a spouse to accept paid employment, to attend school, to participate voluntarily in activities related to the Naval Service, or to do none of these will not be influenced by the preferences or requirements of the Navy. In addition, neither this decision nor the individual's marital status will have an effect on assignments or selection boards.

(3) Desires of the individual are human factors, which are considered when dealing with the personal lives of individuals, particularly in an all-volunteer environment; however, the needs of the service remain paramount.

5. **Personal Contact and Assignment Commitments.** It is the policy of NAVPERSCOM to encourage personal contact between

representatives and individuals. This personal contact can be in the form of written correspondence, visits, and telephone calls. Active communication will help ensure the three components of the Triad of Detailing are balanced and maintained in perspective.

a. **Officer Preference and Data Cards.** As a minimum, officers should submit NAVPERS 1301/1 (Rev. 10-83), Officer Preference and Personal Information Card to their assignment officers 12 months prior to projected rotation date (PRD), or as circumstances change, per MILPERSMAN 1301-030.

(1) This document is converted to a database in the Officer Assignment Information System 2 (OAIS2), which is used by both assignment and placement officers in the detailing process.

(2) On an annual basis, officers are forwarded NAVPERS 1301/51 (Rev. 6-95), Officer Data Card (ODC) for review. The ODC provides up-to-date information as it appears in the Officer Master File (OMF). It is imperative the information contained on the ODC be accurate, current, and complete as this is the same information that is utilized by assignment and placement officers.

(3) Some of the OMF data is also printed on the Officer Summary Record (OSR) and used for selection boards.

b. **Detailer's File.** Assignment officers maintain a detailer's file containing items of interest on each constituent.

(1) The file is initiated when an officer receives initial orders to active duty and is composed of the individual's packet, the most recent officer data card, a microfiche of fitness reports, and preference card.

(2) The detailer maintains a record of correspondence, personal visits, and telephone calls on the personal/assignment correspondence screen of OAIS2.

(3) A standard size personal manila folder may eventually be used in conjunction with the officer's packet in which copies of successive orders, copies of personal and official letters/replies thereto, and other pertinent information and memoranda may be filed.

(4) Both the officer's packet and the personal folder, which comprises the detailer's file, are passed on to successive assignment officers as the officer is promoted.

c. **Recording Communications with Constituents in the Detailer's File and OASIS2.** Occasionally it is reported that an assignment officer made a commitment to an individual or provided advice in a telephone conversation that has become difficult to support in terms of current policy. To ensure sufficient documentation when a reconstruction of the events is attempted, detailers avoid verbal commitments or statements of unpublished policy unless they are immediately followed up in writing. A copy of the written communication is retained in the detailer's file and a summary of each telephone conversation with a constituent is recorded in OASIS2.

d. **Follow-on Assignment Commitments.** Assignment officers may make a commitment for a follow-on assignment to officers being detailed to "hard-fill" assignments and unaccompanied tours in order to make them more palatable. Such commitments are only made with placement concurrence. **When discussing future assignments with an officer, the assignment officer will make it clear whether the discussion does or does not constitute a commitment. Any commitment will be confirmed in writing.** The individual officer will be made aware that any commitment is made on the condition there will be no significant change in force levels.

e. **Warfare Qualified Officers Who Refuse Sea Duty Assignment.** Occasions may arise when a warfare-qualified officer, for either personal or professional reasons, may decide to refuse a sea duty assignment. If all appropriate avenues of recourse have been exhausted by the officer (e.g., correspondence, flag review, humanitarian request, etc.) and the officer still refuses sea duty or takes any action which would prevent their qualification for a subsequent sea duty assignment, warfare qualification revocation advisement actions will be taken by the appropriate assignment division.

(1) An official letter (Exhibit 2) will be sent to the officer, signed by the assignment division director, outlining the reasons for possible warfare qualification revocation with a warning that further action on the part of the officer to avoid a sea duty assignment will be sufficient grounds for the revocation.

(2) Such notification will be signed by the division director and a copy of the letter filed in the officer's personal folder retained by the detailer.

f. **Detailer Field Trips.** NAVPERSCOM (PERS-4) will release a "PERSONAL FOR" message to all senior commanders in the field trip

area. Detailer field trip team leaders will prepare a draft message for NAVPERSCOM (PERS-4's) signature 2 weeks prior to the scheduled trip dates.

(1) In addition to the schedule, names, and responsibilities of detailers, the message will include brief comments on anticipated discussion topics and will request maximum participation from local commands. Detailers maintain close liaison with respective community managers and retention team members, both before and after field trips, to ensure constituent concerns are heard and matters involving personnel policies and retention initiatives are addressed with one voice by NAVPERSCOM representatives.

(2) CNO (N13) provides NAVPERSCOM (PERS-4) with copies of retention brief scripts, recent retention visit reports and other background information for use by detailers in answering retention-related questions during field trips. This information is updated as changes occur.

(3) Detailer and retention team trip reports are exchanged routinely. Divisions will amplify issues of common interest.

(4) Detailer field trip team leaders will invite counterpart community managers to accompany them on visits on a case-by-case basis, once firm trip arrangements have been made.

(5) Detailer trip reports (Exhibit 3) will include a brief statement summarizing interface conducted with CNO (N13) counterparts.

6. **Information Release/Review.** Officers attached to NAVPERSCOM (PERS-4), in acting as agents of NAVPERSCOM, are entrusted with authority per BUPERSINST 5720.7D and SECNAVINST 5211.5D to review service records of officers. Indiscriminate use of records for detailing purposes will be avoided. Officers not attached to NAVPERSCOM (PERS-4) may **not** review records other than their own, unless they have a specific need to know per their duties. NAVPERSCOM, Office of Legal Counsel (PERS-06) should be consulted in these cases.

a. Officers attached to NAVPERSCOM (PERS-4) may **not** show/provide records to officers outside NAVPERSCOM (PERS-4), except constituents may be shown their own record by the assignment officer.

(1) NAVPERSCOM has the authority to make exceptions to this policy in the administration of assigned functions, and, on

an individual case basis, may allow certain flag officers to review the service record of an officer who has been nominated to a key billet for which that officer is the reporting senior. Review of the microfiche record **must** take place within NAVPERSCOM spaces.

(2) Personnel assigned to NAVPERSCOM (PERS-4) will be familiar with the provisions of the Privacy Act, particularly when requested to send record information to non-Navy activities, and when asked for personal information by individuals not in NAVPERSCOM (PERS-4). NAVPERSCOM (PERS-06) is charged with Privacy Act coordination within NAVPERSCOM.

(3) Authority for exceptions to these policies must be obtained from Commander, Navy Personnel Command (COMNAVPERSCOM) via the appropriate chain of command.

(4) NAVPERSCOM, Military Personnel Records Management Division (PERS-31) is the responsible agent for all fitness report information at NAVPERSCOM, both automated and in the official military personnel record (microfiche). NAVPERSCOM, Business Operations Department (PERS-3) should be included in the approval process for dissemination of all fitness report information, whether aggregated or specific, to personnel outside NAVPERSCOM.

b. Lists of personnel by category (e.g., all comptroller postgraduates, command selectees, all holders of PhDs, etc.) may **not** be provided by personnel assigned to NAVPERSCOM (PERS-4) to any individual or agency external to NAVPERSCOM requesting them.

(1) Division directors should be apprised of any request received for a list of officers by category, including name of individual/agency making the request, reason for request, and other pertinent information.

(2) Requests for military and personnel strength data must be referred to NAVPERSCOM, Active/Reserve Enlisted Career Program Division (PERS-81). No such data may be released by an officer assigned to NAVPERSCOM (PERS-4).

(3) NAVPERSCOM (PERS-4) has authority to grant exceptions to these policies and authorize release of information.

## EXHIBIT 1

### SAMPLE LETTER OF EXPLANATION FOR NO OTHER OPTIONS ASSIGNMENT

(Use the proper memorandum for the record format  
containing the following.)

MEMORANDUM FOR THE RECORD

Subj: LETTER OF EXPLANATION ICO (OFFICER'S NAME/RANK/SSN/DESIG)

1. This memorandum is to alert statutory and administrative boards to the special nature of the assignment of (officer's name) to (command and location) due to needs of the Navy.
2. Although this assignment might be considered out of the mainstream of (officer's name) professional development, it was absolutely necessary due to higher priority requirements. This was a bona fide "needs of the service" detail. This assignment must be viewed favorably and positively with regard to (officer's name) overall performance record and the sensitive nature of the billet. (Provide additional background information or tailor specific detail above as necessary.)
3. NAVPERSCOM (PERS-313) will ensure this memorandum for the record is entered on the appropriate microfiche.

(NAVPERSCOM (PERS-4) signature)

Copy to:  
Officer  
Appropriate NAVPERSCOM Assignment Division  
PERS-313

## EXHIBIT 2

### SAMPLE WARFARE REVOCATION ADVISEMENT LETTER

(Use the proper letter format containing the following.)

From: Commander, Navy Personnel Command (PERS-4)  
(Director, (appropriate division), (PERS-4\_\_))

To:

Subj: ADVISEMENT OF POSSIBLE WARFARE QUALIFICATION REVOCATION  
PROCEEDINGS

Ref: (a) Official notification of sea duty assignment  
(b) MILPERSMAN 1210-090 (for Surface Warfare Officer)  
MILPERSMAN 1210-100 (for Submarine Warfare Officer)  
MILPERSMAN 1610-020 (for Aviation Warfare Officer)  
MILPERSMAN 1210-220 (for Special Warfare Officer)

1. Reference (a) officially notified you of your pending sea duty assignment to\_\_\_\_\_. Since you have indicated you intend to refuse this assignment, I must advise you that further actions on your part to avoid this assignment (or to prevent qualification for this or any subsequent sea duty assignment) will constitute sufficient grounds to commence warfare qualification revocation proceedings per provisions of reference (b).

2. It is very important that you weigh the impact of your decision to refuse sea duty and the effect it will have on your future in the Navy. Please notify your detailer of your decision as soon as possible.

(Assignment Division  
Director signature)

Copy to:  
CO,

## EXHIBIT 3

### STANDARD DETAILER FIELD TRIP REPORT FORMAT

(Use the proper memorandum format containing the following.)

MEMORANDUM FOR ASSISTANT COMMANDER, NAVY PERSONNEL COMMAND  
FOR DISTRIBUTION (PERS-4)

Via: (1) PERS-4\_\_ (applicable division director)  
(2) PERS-45  
(3) PERS-4B

Subj: OFFICER FIELD TRIP REPORT

Encl: (1) List of Commands Visited  
(2) Personnel Contact Statistics

1. During the period of \_\_\_\_\_ through \_\_\_\_\_, (rank/name or group name) of \_\_\_\_\_ division visited ships/submarines/submarine squadrons/shore commands in the \_\_\_\_\_ area. The list of commands visited is provided in enclosure (1). Personnel contact data is included in enclosure (2).

2. Major items discussed/briefed:

3. Problems surfaced by constituents and recommended solutions:

4. Problem areas requiring investigation/assistance from other NAVPERSCOM/CNO divisions:

5. Calls made to Flags and Commanders:

6. Summary/general comments:

(Senior Trip Member signature)

## MILPERSMAN 1301-102

### OFFICER DISTRIBUTION - PROCESS

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

1. **Policy.** The officer distribution process is cyclic in nature; the assignment of an officer to a billet results in the current billet incumbent becoming available for reassignment.

a. The common cue for action is an officer with an approaching projected rotation date (PRD).

b. The assignment officer recognizes that this officer will soon be available for a new assignment and will need to be proposed.

c. Placement officers review billets within their areas of responsibility. They identify billets staffed by incumbent officers who have approaching PRDs.

d. Collectively, these billets represent the pool of billets to which officers must be assigned.

2. **Background.** Officer distribution is the assignment of specific naval officers to fill the identified requirements of the service. The officer distribution process basically consists of identifying and placing a requirement (placement) and assigning an officer to fill the requirement (assignment).

a. Placement officers at Navy Personnel Command (NAVPERSCOM) represent the commands under their cognizance in the distribution process. Placement officers are charged with the responsibility of properly executing the policies of NAVPERSCOM and ensuring the best match between billet requirements and officer qualifications.

b. The assignment officer, also referred to as a detailer, represents the officer's interest in the distribution process. Assignment officers are responsible for ensuring that career needs and personal interests of each officer are served fairly. Distribution is made on a career community basis.

3. **Assignment Process Cycle**

a. **Gaining placement officer posts billet for fill.**

(1) The Online Distribution Ad Hoc Information Query System (ODIS) is used to identify PRDs that require posting. Brief posting notes are used whenever necessary to amplify the requirements for a particular billet. Placement officers post billets for relief at least 9 to 12 months before a relief is required on board, and earlier if necessary. When a billet is occupied, the posting is based on the incumbent's PRD and the billet desired for his/her numerical relief. The placement officer also determines whether the billet can be gapped and the length of the gap, beyond which the assignment officer is obligated to fill. For 1000/1050 billets, the placement officer liaisons with the NAVPERSCOM, Allocation and Statistics Branch (PERS-452).

(2) In the case of new activities under construction, the fill date of a posting will be the same as the pipeline entry date; with all other activities, the fill date will be the date the officer is required on board.

(3) When the incumbent is separating from the service, the fill date will be the month prior to the date of separation, minus any separation leave approved by the command (separation leave is for planning purposes and fill dates will not be governed by command approval of such requests), and the posting will contain the words "RESIG," "RETIREMENT," "RAD," or others as appropriate.

(4) Placement officers will not post for excess billets ashore without the permission of NAVPERSCOM, Distribution Department (PERS-4). Excess billets at sea will be posted per current policy. Whenever Long-Range Training and Requirements Plan (LORTARP) or other document is received from a command, placement officers ensure their postings are updated to reflect the new requirements.

b. **Assignment officer proposes officer to gaining placement for assignment to the billet.**

c. **Gaining placement officer then does the following:**

(1) Accepts proposal, constructs training track (if required), and initiates orders.

(a) To ensure maximum attention to each officer action, placement officers keep their action queues as brief as

possible. If, because of unusual circumstances, a proposal cannot be decided upon and orders initiated within a reasonable period of time, the proposal is rejected, with feedback to the originating detailer in the proposal section stating why the proposal could not be acted on.

(b) Proposals requiring informal board approval are not made until the board sheet has been signed by the approving authority. If placement officers receive a proposal via Officer Assignment Information System (OAIS2) in advance of an approved board sheet, they will reject it.

(c) In the same way, proposals to fill nominative billets are not made via OAIS2 until the nomination has been approved.

(d) Proposals that require courtesy calls are approved or rejected as quickly as possible, and courtesy calls are made without delay. Once a courtesy call is made, placement officers leave the proposal on their action queue for a period of not more than 5 working days, after which, hearing nothing to the contrary, they assume concurrence by the gaining command and process order documents to send the proposal to losing placement review.

(e) Training tracks will be constructed per Billet Specialty Training (BST) and other directives. Placement officers make every effort to keep pipelines as short and simple as possible. Unless certain information is available, the estimated date of detachment (EDD) will be assumed to be the middle of the month of availability. To ensure that officers are able to take Delay in Reporting (DELREP) when authorized, leave periods should be front-loaded. Only if a significant pipeline compression can be effected should the leave be broken up or scheduled for the end of the pipeline. Following the same logic, once the pipeline is complete, the officer should be ordered to the gaining command without delay with the estimated date of arrival (EDA) at the gaining command normally the same month as that in which the last intermediate activity ends, except when a school graduates at the end of the month or when a command's deployment complicates travel arrangements. To conserve temporary duty under instruction (TEMDUINS) funds, only training approved by Chief of Naval Operations (CNO) or Commander, Naval Education and Training Center (NETC) for each billet will be funded by NAVPERSCOM.

(f) Forwarding the proposal to losing placement carries the assumption that the gaining placement officer may not have access to the proposal again, and that all the requirements

for initiation of orders, including the confirmation of quotas, have been met.

(2) Rejects proposal. Rejected proposals are paralleled by a phone call or visit to the originating detailee.

**d. Once the proposal is accepted, the placement officer will make the incumbent available for transfer.**

(1) Officers will be made available for transfer as soon as their reliefs have been accepted and orders processed through OASIS2. In determining the date of availability, placement officers take into account the entire pipeline of the relief, including leave and travel, and 10 days for face-to-face turnover. When the estimated date of arrival (EDA) cannot be determined within the reporting month, it will be assumed to occur at the end of the month, and the incumbent will be made available for transfer in the following month.

(2) Availability of officers at a command will not be postponed for any reason without a timely, written request from the officers or their command, and approved by the assignment officers and placement officers for all commands affected. In particular, the practice of informally holding officers in excess to smooth out "wardroom continuity" or to meet a scheduled command milestone is discouraged.

(3) If the orders of an officer's relief are canceled, the assignment and placement officers concerned will immediately confer regarding a new relief and the cancellation or postponement of the officer's availability until that time.

**e. Losing placement officer conducts losing placement review and approves detachment of officer from present activity.**

(1) Having made an officer available for transfer, the placement officer becomes, with regard to that officer, losing placement. The losing placement review is the last opportunity the losing placement officer has to ensure that a proper turnover has been provided.

(2) When conducting a losing placement review, the placement officer first examines the complete details of the assignment, both for the incumbent and for his/her relief. Not all the circumstances surrounding a detachment are apparent from the availability month; therefore, the use of Activity Texts (ATEXTs) and Personnel Texts (PTEXTs) in orders and the EDA at intermediate activities must be closely examined. ATEXTs, which are automatically generated by OASIS2, describe general

information or a requirement that the officer should know about a particular activity. PTEXTS relate directly to the officer and contain information concerning an officer's instructions or obligations when reporting to a new command.

(3) On approving a losing placement review, the placement officer annotates the Unit Staffing Report for the detaching activity with the estimated date of departure (EDD) and the name of the gaining command.

(4) Disapproval of a losing placement review causes the proposal to be returned to the gaining placement officer for further action. The gaining placement and losing placement officers discuss the circumstances surrounding the disapproval and attempt to reach an agreement on the continued processing of the proposal. If the agreement requires changes to be made to the training tracks, the gaining placement officer makes those changes prior to rerouting the proposal to losing placement. If the agreement requires a change to the ultimate unit identification code (UIC) or billet sequence code (BSC), or the EDD needs to be changed to a date earlier than the officer's current availability date, the gaining placement officer rejects the proposal, and a new proposal must be initiated. If an agreement cannot be reached, the gaining placement officer must reject the proposal.

(5) Conflicts will be resolved per the policy stated above or will be forwarded for resolution to the first common superior in the NAVPERSCOM chain of command.

(6) When conducting a losing placement review for an officer being ordered from command, the losing placement officer ensures the immediate superior in command (ISIC) and other cognizant commands are included in the external message routing.

**f. Assignment officer completes orders and forwards for review and transmission.**

4. **Control of the Assignment/Placement Interface.** During the above cycle, officers are considered under the control of the placement officer from the time they are proposed and accepted for a new assignment until the time they are made available for transfer.

a. During the rest of the cycle, they are considered under the control of the assignment officer. When officers are under the control of either the assignment or placement officer, their status is not changed (e.g., availability canceled, PRD changed,

or assignment canceled) without the concurrence of the controlling officer.

b. Particularly in fast developing situations, assignment and placement officers cooperate to ensure optimum use of all officers actually available. Although the needs and desires of the individual are taken into account, the readiness of the affected command takes priority in any conflicts, with operating forces having priority over the shore establishment. This means that whenever possible, billets afloat will not be gapped, and the relief of officers will include the required 2 weeks (10 working days) for face-to-face turnover.

c. To prevent breakdowns in the officer distribution cycle, assignment and placement officers take particular care with those actions at the "seams" of the assignment/placement interface; namely, with postings, proposals, availabilities, and losing placement reviews. Although officer assignments are usually managed with the year and month as a standard unit, to minimize time lost during transition, the actual date of reporting or detachment will be used if known, or else estimated and considered, allowing for the full DELREP the situation and officer's status permits.

5. **Urgent Reassignment Action (URA)**. When the urgency of filling a billet justifies the reassignment of officers in advance of their normal rotation date without a relief, the placement officer owning a billet that must be filled will initiate an URA using the form in Exhibit 1. Assignment officers may also initiate an URA.

a. If the URA is approved, the losing placement officer and the assignment officer will coordinate so the losing command and individual are notified as close together as possible.

b. Losing placement will post the vacated billet with a fill date at original PRD of the candidate, 6 months from transfer, or as directed by NAVPERSCOM (PERS-4).

c. Orders will be prepared in the normal manner.

6. **Reassignment due to Officer Billet Cuts**. Congressional decisions often necessitate fiscal year end strength reductions. Essentially, strength reductions equate to billet cuts. It is very likely some of the billets cut will have officers serving in them. In these instances, the following guidelines apply:

a. Cognizant placement officers will make those officers assigned to billets, which have been cut available for reassignment, unless the officer can be reassigned to a valid billet within the same activity. Where appropriate, an officer in a cut billet can serve as the replacement for an officer departing the command.

b. All other reassignments will be made by the cognizant assignment officer in the following priority order:

(1) To a billet in the same geographic area (no-cost move). Department of Defense (DOD) overseas tour length requirements must be observed. Assignment officers will query shore assignment coordinators from other divisions to determine whether they are holding 1000/1050 Billet Fill Decisions for the same geographic area.

(2) To a billet in a different geographic area (cost move). If, in the judgment of the assignment officer, such action would harm the officer concerned, or, if Permanent Change of Station (PCS) budget constraints/DOD tour length requirements are involved, then the assignment officer may periodically review these cases to confirm that conditions which prevented reassignment are still valid.

7. **Officers under the Control of Assignment by NAVPERSCOM, Progression, Performance, and Security Department (PERS-8)**. When notified by NAVPERSCOM, Officer Performance and Separations Branch (PERS-834) that an officer is "on control," the placement officer annotates the Unit Staffing Report accordingly, and will not permit that officer's status to be changed without the permission of NAVPERSCOM (PERS-8).

a. If more than 2 months elapse with no further notification from NAVPERSCOM (PERS-8), the placement officer requests a status report via the cognizant assignment officer. The fact that an officer is on control is not disclosed outside NAVPERSCOM.

b. Upon receiving written notification from NAVPERSCOM (PERS-834) that Secretary of the Navy has directed an officer's discharge, NAVPERSCOM (PERS-834) will do the following:

(1) Hand-deliver to the placement officer a memorandum of notification of intent to separate. (No further liaison with NAVPERSCOM (PERS-834) is required at this point. The officer is considered "unflagged" by NAVPERSCOM (PERS-834)).

(2) Prepare separation order with copies to both placement officer and detailee.

(3) If authority to separate an officer is received by NAVPERSCOM (PERS-834) prior to the 15th of the current month, separation orders will normally indicate the current month.

(4) If authority to separate an officer is received after the 15th of the current month, separation orders will normally direct separation during the next month.

## EXHIBIT 1

### URGENT REASSIGNMENT ACTION (URA) REQUEST

DATE:

From: PERS-\_\_  
To: PERS-4  
Via: PERS-\_\_ Gaining Placement Division Director  
PERS-\_\_ Assignment Division Director  
PERS-\_\_ Assignment Officer  
PERS-\_\_ Gaining Placement  
PERS-\_\_ Losing Placement  
PERS-\_\_ Losing Placement Div Director

Subj: URGENT REASSIGNMENT ACTION

1. An urgent reassignment action is requested to fill the following billet:

- a. Command \_\_\_\_\_
- b. BSC/title \_\_\_\_\_
- c. Desig/grade \_\_\_\_\_ BFD/Fill Responsibility \_\_\_\_\_
- d. Incumbent/PRD \_\_\_\_\_

2. Based on billet designator/BFD, PERS-\_\_\_\_ is posted to fill this billet. An urgent fill is needed for the following reasons:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Gaining placement division director approval/comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Assignment officer and division director comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- a. Proposed relief is: \_\_\_\_\_
- b. Billet/Grade/Desig: \_\_\_\_\_
- c. Duty Station: \_\_\_\_\_
- d. PRD: \_\_\_\_\_

- e. Remarks: \_\_\_\_\_
- f. Why was this officer selected? \_\_\_\_\_

5. Losing placement comments on impact of early transfer on current command: \_\_\_\_\_

a. What assignment branch has fill behind responsibility?  
\_\_\_\_\_

b. What is prognosis of fill? \_\_\_\_\_

6. Losing placement division director's comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. PERS-4 decision: Approve \_\_\_\_\_ Disapprove \_\_\_\_\_  
Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**(NOTE: Assignment officer may initiate URA for an individual by modifying paragraph 1 to read "for the following officer," if so, skip paragraph 4 in these cases.)**

## EXHIBIT 2

### SCREENING SHEET FOR ASSIGNMENT OF OFFICER IN EXCESS

Date:
From: (Assignment or Placement Branch)
Subj: IT IS PROPOSED TO ORDER THE FOLLOWING OFFICER IN EXCESS AS FOLLOWS:
Name: _____ SSN: _____
Desig: _____ Grade: _____ Subspecialty codes: _____
Command: _____ UIC: _____
Additional Info:
Via: PERS-____ (Assignment or Placement Division)
Recommend: Approve _____ Disapprove _____
Comments:
Via: PERS-____ (Assignment or Placement Division)
Recommend: Approve _____ Disapprove _____
Comments:
Via: PERS-____ (Assignment or Placement Division)
Recommend: Approve _____ Disapprove _____
Comments:
Via: PERS-45
Recommend: Approve _____ Disapprove _____
Comments:
Via: PERS-4B
Recommend: Approve _____ Disapprove _____
Comments:
PERS-4 Approve _____ Disapprove _____ See Me _____
(Return to originator with copy to NAVPERSCOM (PERS-45) after NAVPERSCOM (PERS-4) action.)

## MILPERSMAN 1301-104

### OFFICER DISTRIBUTION - GENERAL TOUR LENGTHS AND ROTATIONS

<b>Responsible Office</b>	CNO (N131)	Phone:	DSN	223-2303
			COM	(703) 693-2303
			FAX	223-1189

<b>References</b>	DODD 1315.7 of 9 Jan 87
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1. **Policy.** Officer tour lengths are established within the constraints of Office of the Secretary of Defense (OSD) policy, needs of the service, professional career development, and where feasible, the desires of the individual. Other important factors include personnel inventory, number of ships/commands available or projected, future requirements, and fiscal constraints. While appropriate weight is allotted to each of these factors, officer career patterns must also be maintained to ensure development of required Navy leadership and expertise.

a. Officer tour lengths for overseas (outside continental United States (OCONUS)) assignments are made per Department of Defense (DOD) area tour lengths. These tour lengths are addressed in MILPERSMAN 1300-306.

b. Basic guidance relating to efficiency, readiness, and permanent change of station (PCS) costs is provided and is integral to all personnel reassignment decision-making:

(1) The primary reassignment consideration will be an officer's current qualifications to fill a valid requirement and the officer's ability to be productive in that position.

(2) Qualified volunteers who meet time-on-station (TOS) requirements shall be considered first for any reassignment. The qualified member with the greatest TOS will normally be selected. Qualified non-volunteers who meet TOS will be selected before qualified volunteers without sufficient TOS.

(3) Careful consideration will be given to permanent change of station (PCS) costs when selecting an officer for an assignment. When other considerations are not overriding, each

assignment will be completed with the least expenditure of PCS funds.

(4) Sequential training assignments will be consolidated geographically to the maximum extent practicable. To minimize impact on the individual's account, sequential training may be performed in a TAD status prior to detaching from the old or after reporting to the new duty station, if the training site is collocated with the old or new duty station.

(5) Reassignments within the continental United States (CONUS) will not be made solely for retirement.

c. Reduction of personnel turbulence and PCS cost initiatives give tour length adherence high level attention. Shore tour lengths for career personnel will normally be a minimum of 3 years. Authorized exemptions are listed in paragraph 2 below. Career development criteria necessitate that some Unrestricted Line (URL) officer warfare specialists will not be toured ashore for excessive periods between sea tours. As a general policy, shore tours in excess of 36 months for lieutenant commander (LCDR) and below, and 48 months for commander (CDR) and above, are the exception rather than the rule.

2. **Projected Rotation Date (PRD)**. Establishment of the PRD will be determined by the detailee/assignment officer at the time orders are issued.

a. **Establishing a PRD**. A PRD is generated each time an officer is assigned to a new duty station and represents the month and year in which the rotation of the officer is planned.

(1) PRDs will be established to start the month an officer reports on board the command (CONUS) or the month the officer departs CONUS for an overseas assignment.

(2) PRDs are to be assigned in consonance with existing DOD Directive 1315.7. Adherence to PRD is defined to be a window 1 month prior to or 3 months after the initially assigned PRD (i.e., that PRD assigned as a result of issuance of PCS orders). This definition does not apply to initial orders from a training command (including attrites), decommissionings, retirements, resignations, relief for cause, and humanitarian reassignments.

(3) An assigned PRD is a relatively firm date as it forms the basis for the annual PCS funding allocation. Although it is recognized that there will be some exceptions based on career

development requirements and overall needs of the service, these exceptions will be minimal and will be carefully reviewed by Navy Personnel Command (NAVPERSCOM).

b. **PRD Changes.** Due consideration is given and liaison conducted with the placement officer prior to considering a change to a PRD, especially when that change results in a tour being shortened. Close liaison and cooperation between assignment officers and placement officers ensures an orderly turnover of personnel in each activity.

(1) Adherence to PRDs predicated on established tour length policies is considered mandatory.

(2) When these exceptions occur, or in other cases when there is no other alternative, a PRD may be changed to a date outside the previously defined adherence window using the procedures contained in this article.

(3) Requests for adjustments of overseas tours PRDs shall be submitted by letter to NAVPERSCOM. Such requests must contain sufficient information to facilitate an accurate determination. Examples of situations when PRDs require adjustments are as follows:

(a) Correction of erroneous PRDs.

(b) Personnel reporting without family member(s), with movement of family member(s) subsequently authorized.

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

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

(e) Member voluntarily elects to serve accompanied tour.

c. **Advancing the PRD** to an earlier fiscal year for a funded PCS move will not normally be granted due to PCS budget considerations.

3. **Officer Rotation of Duty, Afloat and Ashore.** Detailed officer tour length policy guidance is contained in MILPERSMAN 1301-110. The following policy applies to the assignment of personnel from/to billets requiring forward deployments:

a. The goal is to prevent assignment of personnel from a deployed unit to another deployed unit without a reasonable period of time between deployments.

b. Personnel should not be assigned without their consent from one deployable unit to another if the assignment would result in the following:

(1) Forward deployment (greater than 4 months) to be followed by a forward deployment (greater than 4 months) with less than a 6-month interval between the deployments.

(2) Forward deployment of more than 6 months out of the most recent 12 months.

c. Officer assignment/placement officers verify deployment status for personnel being transferred from one deployable unit to another utilizing Officer Assignment Information System (OAIS) screen A/P-9. For those assignments requiring the member's consent, assignment officers will log the member's consent in OAIS screen A-25.

4. **Split Tours**. Split tours are unprogrammed reassignments within the same geographic location as the present duty station at **no cost** to the government.

a. Split tours are applicable to both sea and shore assignments, and must remain consistent with the needs of the service and career development of the individual.

b. All split tour requests will be submitted to and approved by the cognizant assignment division director at NAVPERSCOM.

5. **Tour Extensions**. On a case-by-case basis, tour extensions at present duty stations for up to a maximum of 1 year may be requested at least 6 months prior to the PRD.

a. Approval of tour extensions will be based on a variety of factors such as officer career timing, availability of a relief, and requirements for other priority fills. Extensions will not be granted to allow officers to avoid their next career milestone.

b. Extensions for more than 12 months will be reviewed with caution and approved only under the most unusual circumstances.

c. Officers may request tour extensions and adjustments by sending a written request via their chain of command to the appropriate assignment branch, NAVPERSCOM (PERS-4XXX). The request should contain an explanation and any unusual circumstances that could assist NAVPERSCOM in determining a decision.

(1) Requests should be submitted 6-12 months prior to PRD or requested tour adjustment date.

(2) Officers must have completed 1 year at present duty station (for extension, 1-year area tours accepted) prior to submitting requests.

(3) Reporting senior's endorsement should contain a recommendation and any pertinent items relating to the reasons for the request.

d. All letters of approval for extensions will be caveated so an unforeseen "needs of the service" situation, which would necessitate shortening a previously granted extension could only be viewed as reasonable and understandable by all parties concerned. Letters of approval of PRD extensions will contain the following caveat:

"This approval of your tour extension request is based upon a review of your preferences, present billet requirements for officers of your seniority and experience, and your level of professional development. You may expect reassignment in (month), (year); however, in the event that unforeseen billet requirements arise prior to your new tour completion date, you may be considered for reassignment earlier than currently anticipated. If shortening of this extension becomes necessary, you will be given as much advance notice as possible in order to lessen the personal impact on you."

6. **Minimum Tour for Separation (MTS)**. Having determined that the United States Navy (USN) officer has retainability for a PCS move, notification of intent to issue/issuance of orders obligates the officer for the MTS at the new duty station.

a. This is the minimum specified time that the officer shall complete at the new duty station in order to defray the high PCS costs attendant to the move.

b. At this point, the emphasis on compliance shifts to completing the DOD or Secretary of the Navy (SECNAV) prescribed tour length (PTL). MTS requirements are the same as those for retainability contained in MILPERSMAN 1301-108.

7. **Prescribed Tour Length (PTL)**. PTLs, as provided in MILPERSMAN 1301-110 are set by SECNAV for sea duty assignment and by DOD for all others.

a. PRDs, if set in error, are not an authorization to move an individual prior to completion of the PTL.

b. In order to expend PCS funds, either the PTL must be satisfied or appropriate waiver approval must be obtained.

8. **Attendance at Service Colleges**. Career officers are screened for service colleges after promotion to 0-4, 0-5, and 0-6, but are assigned as students only after completing current tours of duty.

## MILPERSMAN 1301-106

### OFFICER DISTRIBUTION - TIME ON STATION (TOS)

<b>Responsible Office</b>	CNO	Phone:	DSN	223-2303
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1. **Requirements.** Time-on-station (TOS) applies primarily to consecutive continental United States (CONUS) shore tours. TOS is established to stabilize lives of members and family members and to reduce permanent change of station (PCS) costs. Department of Defense (DOD) requires members serve 36 months or more at a geographic location before receiving a cost PCS move. One or more activity tours in the same geographic location may be used to satisfy the 36-month minimum area tour.

a. The standard "minus 1/plus 3-month" projected rotation date (PRD) detailing window remains in effect; however, a PCS move 1 month early (for example, at 35 months on a 36-month tour) requires a TOS waiver approved by Navy Personnel Command (NAVPERSCOM), Distribution Department (PERS-4). This window provides latitude and efficiency for matching members to available reassignments. Every attempt to meet actual PRD month will be made by the assignment officer.

b. Members ordered to commanding officer (CO)/ executive officer (XO) billets ashore and moves necessitated by "career development/progression" must meet TOS requirements. A NAVPERSCOM (PERS-4) waiver is required if necessary.

2. **Exemptions.** Certain CONUS PCS move types are exempted from the TOS requirement by specific DOD exemptions. These exemptions include the following reassignments:

a. To DOD overseas tour. A 2-year minimum Navy activity tour at CONUS sea/shore is required prior to transfer overseas.

b. From sea duty activity. Sea duty tour lengths are set by Secretary of the Navy (SECNAV) per MILPERSMAN 1301-110.

c. To sea duty activity. A 2-year minimum Navy activity tour at sea/shore is required prior to transfer to sea duty.

d. From duty under instruction (DUINS) (instruction 20 weeks or greater). Tour length dependent upon length of instruction.

e. To DUINS. Twenty-four months required at shore activity; a full sea tour is required coming from sea duty. (Exception: If transferring from a training activity, preceding paragraph applies.) NAVPERSCOM division directors may waive this requirement on a case basis (not to be delegated).

f. Disqualification. Security, professional, special weapons, medical.

g. Humanitarian reasons.

h. From unit undergoing major weapon system change or unit conversion.

i. From unit designated new construction or undergoing homeport change.

j. Spouse collocation. For CONUS, requires 1 year at losing command for collocating spouse; the other spouse, if also transferring, must complete TOS requirement or **SECNAV recommended prescribed sea tour per those listed in MILPERSMAN 1301-110**. For overseas, a NAVPERSCOM (PERS-4) waiver is required.

k. First-termers. Defined as O-1 and O-2 personnel.

(1) Shore-to-shore with less than 3 years TOS require NAVPERSCOM division director waiver approval on a case basis (not to be delegated).

(2) CONUS. Officers transferring to DUINS require 24 months prior to a PCS move from a shore activity and a full sea tour prior to transfer from a sea activity. Orders in exception of this policy will be approved on a case basis by the respective NAVPERSCOM division director (not to be delegated).

(3) Overseas. Overseas first-termers must comply with DOD overseas tour lengths. Orders in exception of this policy (including assignment to DUINS) must receive a curtailment waiver approval from NAVPERSCOM (PERS-4).

l. Office of the Secretary of Defense (OSD), Office of the Joint Chiefs of Staff (OJCS), or Defense Agency activity tour lengths are limited by statute.

m. SECNAV designated tours to validate specialized professional credentials for doctors and lawyers before independent duty (**not** a general exemption for professional development).

n. Separation.

o. Nuclear billets under Naval Sea Systems Command (NAVSEASYSKOM) (NAVSEA-08) cognizance (24-month minimum tour regardless of prior assignment or location).

p. Skill conversion (designator change).

### 3. Waiver Requests

a. For PCS orders that do not meet the 36-month TOS requirement and are not specifically exempted by this article, the assignment officer must obtain flag-level waiver approval. The following guidelines apply:

(1) NAVPERSCOM (PERS-4B) approval is required when members have less than 36 but more than 24 months TOS.

(2) NAVPERSCOM (PERS-4) approval is required when members have less than 24 months TOS.

b. A waiver can be generated in the Officer Assignment Information System Version 2 (OAIS2) WAVR screen.

(1) When submitting a waiver request, assignment officers must ensure that specific, succinct justification comments are provided.

(2) PCS cost predictions are generally based upon anticipated completion of prescribed tours. Analysis of the total PCS cost of each waiver must be included for the approval process.

c. "Up front" CONUS TOS waivers can be approved only for officers being ordered to tours as follows:

(1) CO (2-year minimum tour required).

(2) Medical department specialties identified in MILPERSMAN 1301-110 (tour lengths as indicated).

## MILPERSMAN 1301-108

### OFFICER DISTRIBUTION - RETAINABILITY

<b>Responsible Office</b>	CNO (N131)	Phone:	DSN	223-2303
			COM	(703) 693-2303
			FAX	223-1189

1. **Background.** Retainability is the minimum obligated service (OBLISERV) an officer must have to qualify for issuance of cost permanent change of station (PCS) orders. Cost PCS orders cannot be issued unless retainability is met.

2. **Policy.** Retainability covers the period from the date of reporting for duty at the new duty station.

a. The following table lists the minimum requirements.

TRANSFER FROM	TRANSFER TO	RETAINABILITY
CONUS Shore or Sea	CONUS Shore Duty	2 Years
CONUS Shore	CONUS Sea Duty	1 Year
Anywhere	OVERSEAS Sea or Shore Duty	DOD Area Tour
Overseas	CONUS Sea or Shore Duty	1 Year

b. Nuclear-qualified officers assigned billets under Naval Sea Systems Command (NAVSEASYS COM) (NAVSEA-08) cognizance are 2 years.

c. Retainability and prescribed tour length (PTL) are not interchangeable terms. Both are satisfied prior to order writing.

(1) The retainability requirement is met in relation to the next PCS assignment.

(2) The PTL requirement is satisfied for the existing tour assignment.

3. **Letter of Intent (LOI).** Satisfaction of the retainability requirement for **all** cost orders is required. Factors that affect retainability are the letters of intent of Regular and Reserve officers and the resignation and release from active duty (RAD) requests of Regular and Reserve officers.

a. Where an officer's minimum service requirement (MSR) extends beyond the officer's current projected rotation date (PRD), an LOI may be used to notify Navy Personnel Command (NAVPERSCOM) the officer does not desire to remain on active duty beyond MSR.

b. An LOI shall be received by NAVPERSCOM no later than 6 months prior to the first day of the officer's PRD month. An LOI may be received after this time but does not preclude PCS orders notification prior to receipt of the LOI. This in no way restricts detailee-constituent communications at any time.

c. The LOI does not preclude issuance of PCS orders, provided the requested release date, which is the MSR unless earlier date approved by Assistant Secretary of the Navy for Manpower and Reserve Affairs (ASN (M&RA)), permits the officer to meet the retainability requirement for PCS orders to the next duty station.

d. The LOI must be followed by a tender of resignation/RAD or request to retire. This tender must be received at NAVPERSCOM 9 months prior to the MSR (9 months prior to an earlier date if approved by the ASN (M&RA)) to allow for processing, including adjustment of the PRD in Officer Assignment Information System Version 2 (OAIS2) and identification of a timely relief.

#### 4. Attaining Retainability

##### a. USNR Officers

(1) Retainability for United States Naval Reserve (USNR) officers is equal to the MSR or obligation incurred as a result of accepting orders. The obligation incurred upon approval of a voluntary extension of active duty of definite duration is equal to the time requested by the member.

(a) Absence of a RAD request prior to the first day of the sixth month before the month of an officer's PRD will be construed as an officer's request to be retained beyond MSR.

(b) Officers can then be issued orders and will have retainability for not less than the minimum tour for separation MTS at the next duty station.

(2) If a USNR officer executes orders, the earliest time the officer may be released from active duty at the new duty station as a voluntary release from active duty (VOLRAD), without a waiver, **is the MTS date**. Although an officer may be retained

on active duty until completion of PTL, it has been common practice to approve releases upon completion of MTS, provided the request meets other OBLISERV and submission requirements. This policy will remain in effect unless Deputy Chief of Naval Personnel (DCNP) determines by competitive category/designator that significant personnel shortages are a compelling military necessity for retention. In the absence of a request for release, the officer will serve the full PTL.

(3) USNR Officer order writing decision matrix is as follows:

Retainability	Write Orders	Tour Length/Action
MSR > or = PTL	Yes	PTEXT P73043
MTS < or = MSR < PTL	Yes	PTEXT P73043
MTS < or = MSR	Yes	PTEXT P73044 (Note 1)
MSR < MTS	Yes	PTEXT P73043 (Note 2)
MSR < MTS	No	Extend PRD to MSR and retain onboard. (Note 1)

**Note 1:** Letter of intent or approved RAD.

**Note 2:** No letter of intent or approved RAD. Less than 6 months from PRD.

(4) In cases where orders are written for less than the PTL and the officer later incurs additional OBLISERV or requests to remain on active duty, the officer will **not** be reassigned prior to completion of the PTL unless in connection with an approved exception. MTS and PTL in the matrix above are the MTS and PTL required at the next duty station.

b. United States Navy (USN) Officers

(1) Retainability for USN officers is limited by statute, which defines maximum service, by LOIs and by resignation/retirement requests.

(a) Statutorily required separation cannot be waived unless the officer is continued on active duty by a continuation/administrative retention board; in such cases, retainability must be satisfied in full prior to issuance of cost PCS orders.

(b) Absence of a resignation/retirement request 6 months prior to the first day of the officer's PRD month makes the USN officer eligible for PCS orders and, once notified of

orders, committed to fulfill the associated tour-length requirement.

(2) When assigning officers who have completed 20 years of total active service or have been continued, OAIS2 must be reviewed by NAVPERSCOM to verify the estimated loss date allows sufficient retainability.

(3) Officers cannot be assigned beyond their estimated loss date unless continued. Questions concerning estimated loss date are handled by NAVPERSCOM, Retirement Fleet Reserve/ Disability Retirement Division (PERS-82).

(4) Although an officer may be retained on active duty until completion of PTL, it has been common practice to approve resignation/retirements upon completion of MTS, provided the request meets other OBLISERV and submission requirements.

(a) This policy will remain in effect unless Commander, Navy Personnel Command (COMNAVPERSCOM) determines by competitive category/designator that significant personnel shortages are a compelling military necessity for retention.

(b) In the absence of a request to resign/retire, the officer will serve the full PTL unless an approved exception is granted by appropriate authority.

(5) USN officer order writing decision matrix is as follows:

Retainability	Write Orders	Tour Length/Action
MSR > or = PTL	Yes	PTEXT P73043
MTS < or = MSR < PTL	Yes	PTEXT P73043
MTS < or = MSR	Yes	PTEXT P73044/P73046 <b>(Note 1)</b>
MSR < MTS	Yes	PTEXT P73043 <b>(Note 2)</b>
MSR < MTS	No	Extend PRD to Separation date and retain onboard. <b>(Note 1)</b>

**Note 1:** Letter of intent or approved RAD.

**Note 2:** No letter of intent or approved RAD. Less than 6 months from PRD.

(6) MTS and PTL in the matrix above are the MTS and PTL required at the next duty station.

(7) The following officers do not meet retainability requirements and are not issued **cost** orders:

(a) Officers who will be involuntarily retired due to age or time-in-grade limitations.

(b) One-time failure of selection (FOS) officers who will be involuntarily separated if they FOS a second time.

(c) This requirement may be waived under extraordinary circumstances by NAVPERSCOM, Distribution Department (PERS-4) where continuance of a one-time FOS officer (e.g., in an overseas billet) is detrimental to the Navy and to the individual. Considerations include the following:

1. Need for career-enhancing billet to improve promotion opportunity.

2. Need to transition to the civilian sector and individual's suitability for continued overseas duty.

5. **Retainability Exceptions.** Waiver authority for retainability requirements is as follows:

a. Requests to waive retainability of 12 months or less can be approved by NAVPERSCOM (PERS-4).

b. Requests to waive retainability greater than 12 months can be approved only by Chief of Naval Operations (CNO) (N131).

## MILPERSMAN 1301-110

### OFFICER DISTRIBUTION - PRESCRIBED SEA TOUR AND RECOMMENDED SHORE TOUR LENGTHS

<b>Responsible Office</b>	CNO (N131)	Phone:	DSN	223-2303
			COM	(703) 693-2303
			FAX	223-1189

<b>References</b>	SECNAVINST 7220.75C
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1. **Policy.** Assignments to activities identified as **continental United States (CONUS) sea** and **overseas sea** assignments will have full Secretary of the Navy (SECNAV) tours. These activities are designated by Type Assignment (T/A) Codes "C" and "D." Assignment to activities identified as CONUS shore and overseas shore are designated by T/A Codes "S" and "O."

a. Navy Personnel Command (NAVPERSCOM) division directors are directed to ensure compliance with SECNAV prescribed sea tour (PST) lengths by means of a waiver system similar to the current Department of Defense (DOD) tour management system.

b. The following tables depict SECNAV PST lengths as well as recommended shore tour lengths for officers based upon optimum career progression for specific communities. As such, they represent the required time at sea for officers, but do not constitute exceptions to shore requirements as outlined in MILPERSMAN 1301-104 or overseas tour lengths established by DOD, which are outlined in MILPERSMAN 1300-306.

#### 2. **Prescribed Tour Lengths for Sea Duty**

a. An on-time permanent change of station (PCS) move from sea is one that completes the PST length. A 1-month early window is provided, if required to facilitate the timing of schools, etc. In cases where an existing projected rotation date (PRD) was incorrectly applied to the sea tour, this does not constitute authority to move an officer early. Unless other circumstances override, the incorrect PRD is extended.

b. A cost PCS move initiates a new PST length. Sea-to-sea PCS moves must be no-cost/low-cost (less than \$500) to be designated as a split tour and an exception to full PST

lengths. Consecutive no-cost/low cost split tours can be combined to meet PST lengths.

c. It is a detailing responsibility to determine if the prescribed tour length criteria has been met prior to a PCS funded move. If not, the assignment officer must obtain waiver approval prior to issuing the orders.

d. NAVPERSCOM assignment division directors are waiver approval authority for SECNAV PST lengths. PST breaks apply to both CONUS and overseas tours. Exception criteria are listed in MILPERSMAN 1301-104.

e. PST waivers are approved as follows:

(1) PST breaks **less than or equal to 6 months, which do not cross the fiscal year**, are approved on a case-by-case basis by the respective NAVPERSCOM division director. Approval authority may be delegated no lower than the NAVPERSCOM branch head level.

(2) PST breaks **greater than 6 months, which cross the fiscal year**, are approved on a case-by-case basis by the respective NAVPERSCOM division director (not to be delegated).

**3. Nuclear Surface Warfare Officer (111X) Tour Lengths**

Rank	Tour	Description	Sea	Shore	Remarks
ENS LTJG	Initial Sea	Junior Officer	36-42	18	Nuclear power training/SWOS
LT	First Shore	NPTU, NPS, NPGS, Staff, etc.		24	
		SWOS Dept Head Sch		6	
	DH/PA Sea	Dept Head, CVN PA	18-24		Conventional and Nuclear.
LCDR	Second Shore	DC, Joint		18-24	Nuc Shore if none previous.
	Second Sea	XO	18		
	Third Shore	DC, Joint		24	
CDR	Third Sea	CO	20		
CAPT	Fourth Shore	CVN Reactor Officer	24-30		Post Command.
	Fourth Sea	Shore Staff (NUC) Sequential Major Command	24	24-36	Conform to DOD Area Tour requirements.
WO/LDO		61XX, 71XX 64XX, 74XX	24-36	24-36	Variable with billets.

4. Submarine Officer (112X) Tour Lengths

Rank	Tour	Description	Sea	Shore	Remarks
ENS	Input	Nuclear/Submarine Training		15	3 PCS Moves.
	Initial Sea		36		Two 2-year tours optional.
LT	Initial Shore			24-36	
LCDR	Second Sea	Dept Head	36		Two 2-year tours optional.
	Second Shore	Post Dept Head		24-36	
	Third Sea	XO	24		
	Third Shore	Post XO		24	
CDR	Shore	PCO		6	
	Fourth Sea	CO	30		
	Fourth Shore	Post CO		24-36	
CAPT		Major Command	24		
WO/LDO		62XX, 72XX 640X, 740X	24-36	24-36	Variable with billets.
<p><b>NOTE:</b> All nuclear billets under NAVSEASYSOM (NAVSEA-08) cognizance will have a 2-year MTS regardless of prior assignment or location. A minimum 2-year retainability requirement must also be met before assigning an individual to these billets. This tour length policy will ensure reasonable stability for billets that require special nuclear qualifications and proficiency.</p>					

5. Special Warfare Officer (113X) Tour Lengths

Rank	Tour	Description	Sea	Shore	Remarks
ENS	Input	Core Training (BUD/S)	9		
ENS LTJG	Initial Sea	Assistant Platoon Commander/Division Officer	36		
LT	Second Sea	Sea Platoon Commander/Dept Head	24		
	First Shore	Staff, Tanf Command, PG School		24-36	
LCDR	Third Sea	XO of: Seal Team, SBU, SDV, NSWU, other	25		
		Afloat Staff	24		
	Second Shore	Joint Duty, Fleet or SOC Staff, Service College		24-36	
CDR	Fourth Sea	CO of: Seal Team, SBU, SDV, NSWU	24		
	Third Shore	CO Ashore, Ashore Staff, Service College, Joint Duty		24-36	

Rank	Tour	Description	Sea	Shore	Remarks
CAPT	Fifth Sea	COMNAVSPECWARGRU 1 COMNAVSPECWARGRU 2 COMNAVSPECWARGRU 3 COMNAVSPECWARGRU 4 COMNAVSPECWARDEVGRU	24		
	Fourth Shore	COMNAVSPECWARCEN, NSWC Staff, Joint Duty		24-36	
<b>NOTE:</b> All Joint Tours are 36 months.					

**6. Special Operations Officer (114X) Tour Lengths**

Rank	Tour	Description	Sea	Shore	Remarks
ENS	Input	Core Training and Basic Diving Officer		7	Appropriate Billet Specialty Training (BST).
	Initial Sea	Div Officer, AOE, ARS, MHC, MCS	18-30		May move when SWO qualified (Avg 24 mo)
LTJG	Initial Shore	EOD School, Advance Tactical Training, Jump School		14	Requirement for YG-88 on
LT	Second Sea	1 <sup>st</sup> Dept Head, NSTC EODMU, MDSU	24-30		May rotate upon completion of deployment
	Second Shore	OIC Regional Det, EOD Staff, Training Command, NPGS, PEP		24-36	
LCDR	Third Sea	2 <sup>nd</sup> Dept Head, EODMU OPS, CAR, PHIB, DESGRU, MCMRON	24		
	Fourth Sea	XO EODMU, MDSU CO, NRFEODMU	20		LCDR XO/CO afloat. May rotate at 18 mo.
	Third Shore	XO NEDU, NDSTC EODS, NPGS, Service College		20-24	
	Fifth Sea	# FLT AO, EODGRU, Major Staff	24		
	Fifth Sea	# FLT AO, EODGRU, Major Staff	24		
CDR	Fourth Shore	COCOM AO, XO WEAPSTA, CNO, Service College		30-36	
	Sixth Sea	CO EODMU, MDSU NSCT, CSO EODGRU	24		CDR Command
	Fifth Shore	CO SHR EOD/EOM, CNO, ICAF, JNT		30-36	
CAPT	Seventh Sea	COMEODGRU COMCMRON	24		Major Command
	Sixth Shore	CO WPNSTA, CNO Staff, Joint Staff		30-36	Major Command
	Fifth Shore	CO SHR EOD/EOM, CNO, ICAF, JNT		30-36	

7. Human Resources Officer (120X) Tour Lengths

Rank	Tour	Description	Sea	Shore	Remarks	
LTJG LT	Input				Accession via the Lateral Transfer.	
	Initial Shore	Div Officer, Dept Head Tour, or HR Experience Tour		36		
		Post Grad Education		18-21		
LCDR	Second Shore	Experience or Development Tour, XO		36	XO credited tours are 24-36 months.	
	Third Shore	JPME Phase I, Junior HR Certification				
CDR	Fourth Shore	Senior Service College, JPME I/II				
	Fifth Shore	Sequential Experience				
	Sixth Shore	Commander Command, Senior HR Certification				Commander Command Tours are 24-36 months.
CAPT	Seventh Shore	HR Exec, Education/Research, Staff Dir, Major Command				Major Command Tours are 24 months.

**8. Aviation Officer (13XX) Tour Lengths**

Rank	Tour	Description	Sea	Shore	Remarks	
ENS LTJG	Input	Pilot/NFO Training			Variable based on community and designator.	
LT	Initial Sea	Fleet Squadron Tour in warfare specialty	36-42		Exclusive of FRS, variable based on community and designator.	
	First Shore	TRACOM, FRS, PG School, Staff, CRUITCOM, Washington, etc.		24-36	Variable based on billet.	
	Second Sea	Squadron, Ship's Company, Embarked Staff	24		Exclusive of FRS.	
LCDR	Third Sea	Squadron Dept Head	24-30		May be reduced to 24 months or O-5.	
CDR	Second Shore	Staff, Joint, Washington, Subspecialty		24-36	May be reduced for Command selectees.	
	Fourth Sea	Command XO/CO	24-36		Variable by community.	
	Third Shore	Post command		36	Variable based on billet.	
CDR	Fifth Sea	Ship's Company	24			
CAPT	Sixth Sea	Major Command, CV/LHA Command	18			
		Ship's Company, VP Wing Command, CVW Command	24			
		CVN Command	36			
	Fourth Shore	Major Shore Command Minor Shore Command			24	
		Other shore			36	
WO/LDO		63XX, 73XX	24-36	24-36	Variable based on billet.	

**NOTES:**

Tour lengths are guidelines. Consideration must be given to flight time gates, overseas tour lengths, competitive timing for Department Head Tours, and availability for command.

Initial sea tours for TACAMO pilots and naval flight officers are 42 months, which allows a first tour pilot to attain Mission Commander qualification and a first tour naval flight officer to fully utilize training for Airborne Communications Officer acquired at mid-tour.

All other WO/LDO designees will have 36 months at sea/36 months ashore rotation.

9. Engineering Duty Officer (14XX) Tour Lengths

Rank	Tour	Description	Sea	Shore	Remarks
CDR and Below	Sea	Engineering Duty	30		
	Shore	Engineering Duty		36-48	
CAPT	Sea	Engineering Duty	36-48		
	Shore	Engineering Duty		36-48	

10. Aerospace Engineering Duty Officer (151X) Tour Lengths

Rank	Tour	Description	Sea	Shore	Remarks
ENS	Input	Pilot/NFO			Designators are 131X/132X. Tour length variable with community and designator.
LTJG LT	Initial Sea	Fleet Squadron Tour in warfare specialty	36-42		Designators are 131X/132X. Exclusive of FRS, tour length variable with community and designator.
LT	Initial Shore	TRACOM, FRS, PG School, Staff, Test Pilot School		24-36	Designators are 131X/132X. Tour length variable with billet.
	Second Sea	Squadron, Ship's Company, Embarked Staff	24		Begin tour as 131X/132X. Considered for 1510 community.
LCDR	Second Shore	Initial Acquisition Tour, Project Officer: NAVAIR, SPAWAR, DCMA, NADEP, RDT&E, Warfare CTRS, PG School		36	Assess into 1510 community from 131X/132X as Senior LCDR or Junior CDR.
	Second Shore/Third Sea	Aviation Dept Head, 2 <sup>nd</sup> Acquisition Tour	24-36	36	Return for Dept Head Tour or start 2 <sup>nd</sup> Acquisition Tour.
CDR	Sea	Senior Level Acquisition DEP Program Manager, Assistant Program Manager		36	
CAPT		Senior Level Acquisition. NAVAIR, SPAWAR, PEO, DPRO CO, TYCOM ACOS as Program Manager, Division Director		36	Variable depending on billet.

**Note:** CAPT/CDR Tour length may be adjusted to accommodate required training. Acquisition Program Manager Tours may be adjusted to provide continuity through critical milestone accomplishments.

**11. Aerospace Engineering Duty Officer (152X) (Maintenance) Tour Lengths**

Rank	Tour	Description	Sea	Shore	Remarks
LT and Below	Sea	Aviation Maintenance Officer	36		
	Shore	Aviation Maintenance Officer		36	
LCDR CDR	Sea	Aviation Maintenance Officer	24		
	Shore	Aviation Maintenance Officer		36	
CAPT	Shore	Aviation Maintenance Officer		36	

**12. Special Duty Officer (160X) (Information Professional) Tour Lengths**

Rank	Tour	Description	Sea	Shore	Remarks
LTJG - LCDR	Input	Training (IP) Basic		6	IP Basic and Billet Specific Training (BST).
LT	Shore	NCTS Div Off, SUBRON KM, FLT Staff, OPNAV, NNSOC, SSFA, NSA, SPAWAR, DISA, STRATCOM, NCTSI, JIOC		24-36	Complete IP Basic qualification 6 months after IP Basic School.
	Sea	CVN Elx Matl, LHA/LHD ADP, LCC Radio, LCC ISO, CPR COMMO	24		
	Shore	NAVPGSCOL		24-30	
LCDR	Sea	DESRON COMMO	24		Pre-Milestone Sea Opportunity.
		<b>Milestone Screen</b> BG COMMO, CVN CISO, LHD ISO			Complete IP Intermediate Qualification prior to O-4 Milestone.
	Shore	NCTS XO, NCTAMS Branch Head, Joint Tour, JPME Ph 1, SSFA, NSA, SPAWAR Acq		24-36	

Rank	Tour	Description	Sea	Shore	Remarks
CDR	Sea	<b>Milestone Screen</b> BG Dep N6, BG KM, ESG N6, Nr'd FLT Dep N6, LHA C5 Dept Head, CVN CSO Dept Head	24		
	Shore	<b>Other</b> White House Comm Agency, Joint C4I Tour, JPME Ph I/II, NNSOC Branch Head, OPNAV, NETWARCOM Staff		24-36	
		<b>Post-Milestone</b> CO NCTS, CO DCMS, CO FSSC, CSO NCTAMS, CIT Deputy Dir, IPCOE Dir		24	
	Shore Acq. Path	Senior level Acq. Dep PM. APM SPAWAR, Joint C4I/SPACE Acq.		24-36	Complete AP Level 2.
CAPT	Sea	<b>Milestone Screen</b> BG N6, Nr'd FLT Commander N6	24		Complete IP Advanced Qualification prior to O-6.
	Shore	<b>Major Command/HQ Staff</b> NCTS SD, NCTSI Center for IT, OPNAV, JCS, CINC, NETWARCOM, NNSOC		24	
		<b>Post-Milestone</b> CO NCTAMS		24	
	Shore Acq. Path	Senior level Acq. SPAWAR PM, Joint C4I/SATCOM Dep PM		24-36	
WO/LDO	Sea	619X, 719X	24		Variable with billets.
	Shore	642X, 742X		36	

13. Special Duty Officer (161X) (Cryptology) Tour Lengths

Rank	Tour	Description	Sea	Shore	Remarks
CDR and Below	Sea	Crypto	24		
	Shore	Crypto		36-48	
		Command			24
CAPT	Shore	Crypto		36-48	
		Command		24	
WO/LDO	Sea	644X, 744X	24		
	Shore			36	

14. Special Duty Officer (163X) (Intelligence) Tour Lengths

Rank	Tour	Description	Sea	Shore	Remarks
ENS	Sea	Intelligence	24-36		
LTJG	Shore	Intelligence		36	
LT	Sea	Intelligence	24-30		
LCDR	Shore	Intelligence		36-48	
CDR	Sea	Intelligence	24		
	Shore	Intelligence		36-48	
CAPT	Sea	Intelligence	24		
	Shore	Intelligence		36-48	
WO/LDO	Sea	645X, 745X	24-30		Variable with billets.
	Shore			36-48	

15. Special Duty Officer (165X) (Public Affairs) Tour Lengths

Rank	Tour	Description	Sea	Shore	Remarks
CAPT and Below	Sea	Public Affairs Officer	24		
	Shore	Public Affairs Officer		36	

16. Special Duty Officer (180X) (Oceanography) Tour Lengths

Rank	Tour	Description	Sea	Shore	Remarks
ENS thru CDR	Sea	METOC	24		
	Shore	METOC		36	
CDR	Shore	Command		24-36	
CAPT	Shore	METOC		36	
		Command		24-36	
WO/LDO	Sea	646X, 746X	24		Variable with billets.
	Shore			36	

17. Judge Advocate General Corps Officer (250X/655X) Tour Lengths

Rank	Tour	Description	Sea	Shore	Remarks
LT	Sea		24-30		
	Shore			36	
LCDR	Sea		24		
	Shore			36	
CDR	Sea		24		
CAPT	Shore			36-48	

18. Chief Warrant Officer Staff Corps (751X/752X) Tour Lengths

Rank	Tour	Description	Sea	Shore	Remarks
W-2	Initial Sea	Junior Officer	30		Sea tour follows Athens BQC (6 Months).
W-3	Shore	Division Officer		24-36	Conus or Overseas.
W-4	Second Sea	Division Officer	27		

19. Supply Corps Officer (310X/651X) Tour Lengths

Rank	Tour	Description	Sea	Shore	Remarks
ENS LTJG	Initial Sea	Training	24-30		Sea tour follows assignment to submarines after completion of Supply Corps School and Submarine School.
LT	First Shore	Functional		24-36	Athen BCQ (6 months), CONUS or Overseas.
	Second Sea	Dept Head, Large Deck readiness or services	30		Independent duty afloat large platform.
LCDR	Second Shore	Advanced Education Functional		12-24 24-36	PG School, JPME. Supply support or policy.
	Third Sea	Primary Assistant Dept Head	24		Large Platform assistant, Independent Duty afloat.
LCDR	Third Shore	Functional Utilization		36	CONUS or Overseas. PG School payback
CDR	Fourth Sea	Large Platform	24		Large independent afloat.
	Fourth Shore	Policy Development or Implementation		36	SYSCOM, ICP, FISC, Joint, TYCOM. CONUS or Overseas.
CAPT	Fifth Shore	Command		24	
		Staff, Policy		36	

20. Chaplain Corps Officer (410X) Tour Lengths

Rank	Tour	Description	Sea	Shore	Remarks
LT and Below	Sea		24-30		
	Shore			24-36	
LCDR	Sea		24-30		
	Shore			36	
CDR	Sea		24-30		
CAPT	Shore			36-48	

21. Civil Engineer Corps Officer (510X) Tour Lengths

Rank	Tour	Description	Sea	Shore	Remarks
ENS	Sea		24-30		
	Shore			24-36	
LTJG LT LCDR	Sea		24-30		
	Shore			36	
CDR CAPT	Sea		24		
	Shore			36-48	
WO/LDO	Sea	Command	24		
	Shore	Command		24-36	

22. Exceptions to Tour Length Guidelines

a. Clinical Specialists

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

(2) after consultation with the appropriate specialty leaders, newly accessed medical corps officers may be assigned to an OCONUS facility as the sole provider after temporary duty assignment of not less than 30 days for credentialing assessment and skills determination.

(3) Newly graduated residents in the below specialties need to treat a wide array of patients with specific types of complex illnesses. This will then qualify these health professionals to undergo specialty board certification.

(4) Specialty board certification for health professionals is a stated Navy goal in SECNAVINST 7220.75C. There is a scarcity of these types of illnesses at these isolated activities. Nevertheless, these specialists are required for maintenance of essential clinical services at these facilities. Tour lengths are as follows:

(a) Surgical Specialties (15XX series)

Tour Type	Tour Length for years following residency training				
	First	Second	Third	Fourth	Fifth
Aircraft Carriers	1	1	1	1	1
Guantanamo Bay Cuba	1	1	1	1	
Keflavik Iceland	1	1	1	1	2
All Other OCONUS	2	2	2	2	2

(b) Radiologists (16YX series)

Tour Type	Tour Length for years following residency training				
	First	Second	Third	Fourth	Fifth
Aircraft Carriers	1	1	1	1	1
Guantanamo Bay, Cuba	1	1	1	1	1
Keflavik, Iceland	1	1	1	1	2
All Other OCONUS	2	2	2	2	2

(c) Pathologists (15MX)

Tour Type	Tour Length for years following residency training				
	First	Second	Third	Fourth	Fifth
Aircraft Carriers	1	1	1	1	1
Guantanamo Bay, Cuba	1	1	1	1	1
Keflavik, Iceland	1	1	1	1	2
All Other OCONUS	2	2	2	2	

(d) Anesthesiologists/Nurse Anesthetists (15BX-1972)

Tour Type	Tour Length for years following residency training				
	First	Second	Third	Fourth	Fifth
Aircraft Carriers	1	1	1	1	1
Guantanamo Bay, Cuba	1	1	1	1	1
Keflavik, Iceland	1	1	1	1	2
All Other OCONUS	2	2	2	2	2

b. Acquisition Professional Community (APC) Tour Guidelines

(1) APC officers will generally be assigned to Acquisition Workforce billets for 36 months.

(2) Any officer assigned to a Critical Acquisition Position (CAP) must agree to stay 36 months.

(3) Selected Major Program Management Tours are generally 4 years and are controlled by Director, Acquisition Career Management (DACM).

c. The following specific assignment policies and practices are changed because limited patient load and case mix will likely result in the loss or erosion of clinical and technical skills of the specialist involved.

(1) Maximum tour lengths for all surgical specialists (including oral surgeons), gynecologists, anesthesiologists/nurse anesthetists, radiologists, pathologists, and emergency medicine are as follows:

(a) DOD overseas shore tour lengths

(1) 1 year at Guantanamo Bay and Keflavik.

(2) 2 years at Guam, Naples, Okinawa, Puerto Rico, Rota, Sigonella, and Yokosuka.

(b) CONUS time on station tour length of 1 year at Twentynine Palms, CA, with the exception of Emergency Medicine and OB/GYN, which will be 2 years. (OB/GYN Specialty Leader agrees.)

(c) SECNAV tour length of 1 year aboard aircraft carriers.

(2) For specialties such as general internal medicine, pediatrics, and family practice, no limitations on current DOD or SECNAV tour lengths are required.

(a) Physicians in these fields will be returned to a major medical facility following an "isolated" tour.

(b) It is believed that technical skills for the procedures performed by these specialists can be refined easily upon return to a major medical facility.

(c) The one exception to this policy is the case of the solo-specialist, which creates an essentially full-time on-call status. The hardships created by a solo-practice, being on-call 24/7, are deleterious to the health and welfare of the provider and the patients.

## MILPERSMAN 1301-112

### OFFICER DISTRIBUTION - COMMAND TOUR LENGTHS

<b>Responsible Office</b>	CNO	Phone:	DSN	223-2303
	(N131)		COM	(703) 693-2303
			FAX	223-1189

1. Sea Command Tour Lengths/Goals

a. Sea command tours are 27 months with the following exceptions:

Designator	Rank	Tour Lengths
1110	CAPT	24 Months
1110	CDR	24 Months
1120	CDR (SSN/SSBN)	36 Months
1110	LCDR	24 Months

(1) **13X0 CDR**

(a) Squadron command tour lengths of commanding officers (COs) of **carrier-based squadrons** are 12-15 months (24-36 months for a combined executive officer (XO)/CO tour).

(b) The minimum combined tour length for XOs/COs of carrier-based squadrons will be 30 months unless curtailment is approved by Navy Personnel Command (NAVPERSCOM), Distribution Department (PERS-4).

(c) Tour lengths may be extended to a maximum of 18 months with NAVPERSCOM (PERS-4) approval.

(2) **130X CAPT**

Type Duty	Tour Lengths
Initial major sea command	15-24 months
Sequential tours	18 months
CVN	36 months
CVW Commander	36 months combined Commander/Deputy tour

b. CAPT in major command of ships will serve for 24-27 months with the following exceptions:

(1) Tours will be for a minimum of 18 months if in a ship which is the first half of a sequential command (for example, LPD for 18 months followed by command of an Amphibious Squadron).

(2) The ship is a conventional aircraft carrier, which is the second half of a sequential command tour. Conventional aircraft carrier command tours will be for a minimum of 18 months.

c. Chief of Naval Operations (CNO) (N131) is the final approving authority for **any** short tours of COs (CAPTs) at sea where the tour length is less than the prescribed major or sequential command tour length policy. CNO policy regarding this issue is that all short tours should be held to an absolute minimum including flag selectees.

## 2. Shore Command Tour Lengths

a. Shore command tour lengths in the continental United States (CONUS) shall meet the time on station (TOS) requirements prescribed in MILPERSMAN 1301-104.

b. Overseas shore command tour lengths shall be per the Department of Defense (DOD) area tour lengths contained in MILPERSMAN 1300-308.

(1) Tour curtailment/transfer of a shore CO prior to the completion of a requisite tour requires NAVPERSCOM (PERS-4) waiver approval and will be examined on a case basis.

(2) Consistent with the provisions of MILPERSMAN 1300-308, curtailment may be requested only after the officer is serving in the command billet.

## 3. Naval Reserve Officer Training Corps (NROTC) Unit

Command. In an effort to stabilize the NROTC command position to achieve acceptable unit readiness and improve university interface, NROTC command tour lengths will be 36 months.

4. Key Managerial Billets. Senior officers, other than Unrestricted Line (URL) officers, in key managerial billets will be assigned for periods of 4 to 6 years.

a. This policy refers not to just a single billet, but also to directly related billets in the organizational chain of command.

b. This is particularly applicable to CAPTs within such specialized groups as Supply Corps and Civil Engineer Corps.

## MILPERSMAN 1301-114

### OFFICER DISTRIBUTION - TOUR LENGTHS FOR NAVY PERSONNEL COMMAND (NAVPERSCOM) DETAILING PERSONNEL AND SEA/SHORE ROTATION POLICY FOR ALL NAVPERSCOM PERSONNEL

Responsible Office	CNO (N131)	Phone:	DSN	223-2303
			COM	(703) 693-2303
			FAX	223-1189

1. Tour Lengths for Navy Personnel Command (NAVPERSCOM), Distribution Department (PERS-4) Detailing Personnel and Sea/Shore Rotation Policy for All NAVPERSCOM Personnel. To ensure a proper degree of sensitivity is maintained in the relationship between NAVPERSCOM and all military members with whom it interfaces, while simultaneously providing the manning continuity necessary to promote a high degree of organizational efficiency, the following tour length policy has been established for all officers assigned to NAVPERSCOM.

a. **NAVPERSCOM (PERS-4) Personnel**

(1) Tour length for officer detailers and placement officers is 24 months. These are considered minimum tour lengths.

(2) Officers serving in other than detailing/placement billets will complete a normal shore tour per current directives.

(3) All personnel must adhere to these tour lengths. **Any exceptions for any tours less than minimums must be requested in writing and approved by NAVPERSCOM (PERS-4) before permanent change of station (PCS) orders are negotiated.** Exception requests must include report date to NAVPERSCOM, proposed detachment date, and justification for early roll.

b. **All NAVPERSCOM Personnel**

(1) All officer personnel completing the prescribed tour length within NAVPERSCOM unit identification code (UIC) will be ordered to sea duty when their normal designator/rating career rotation pattern/sea shore policy dictates.

(2) Exceptions to this policy will be requested in writing and approved by NAVPERSCOM (PERS-4).

## MILPERSMAN 1301-116

### OFFICER DISTRIBUTION - U.S. MILITARY ACADEMY AND U. S. AIR FORCE ACADEMY INSTRUCTOR TOUR LENGTHS

<b>Responsible Office</b>	CNO (N131)	Phone:	DSN	223-2303
			COM	(703) 693-2303
			FAX	223-1189

1. **Policy.** Instructors will be assigned to the Military Academy in West Point and the Air Force Academy in Colorado Springs for not less than 3-year tours.

a. This policy conforms to the intent of the Tri-Service Agreement of 1976, by which Army and Air Force instructors are assigned to the Naval Academy in Annapolis for minimum 3-year tours.

b. Tours of less than 3 years are acceptable for officers who must get to commanding officer (CO), executive officer (XO), or department head (DH) tours for career progression.

## MILPERSMAN 1301-118

### OFFICER DISTRIBUTION - MAJOR DEFENSE ACQUISITION POSITION TOUR LENGTHS

<b>Responsible Office</b>	CNO (N131)	Phone:	DSN	223-2303
			COM	(703) 693-2303
			FAX	223-1189

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<b>References</b>	DODD 5000.1 of 12 May 2003 10 U.S.C. 139a(a)
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1. Policy

a. Officers assigned to a billet identified as a Critical Acquisition Position are required to serve in that position for 3 years.

b. Officers assigned as program managers or deputy program managers of Major Acquisition Programs (as defined in 10 U.S.C. 139a(a)) are required to be assigned and execute a written agreement to serve for 4 years or completion of the next major milestone (as defined in DODD 5000.1).

c. Exceptions to this tour requirement may only be granted by the service secretary concerned.

## MILPERSMAN 1301-120

### OFFICER DISTRIBUTION - JOINT DUTY ASSIGNMENT TOUR LENGTHS

<b>Responsible Office</b>	CNO (N131)	Phone:	DSN	225-3616
			COM	(703) 695-3616
			FAX	225-9940

<b>References</b>	10 U.S.C. 38
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1. **Policy.** Title IV of the Goldwater-Nichols Department of Defense (DOD) Reorganization Act of 1986, as amended, establishes a minimum continental United States (CONUS) tour length of 3 years for officers assigned to Joint Duty Assignment List (JDAL) now contained in 10 U.S.C. 38. Joint billets are identified on the billet file with a billet additional qualification designator (AQD) of JD1 (non-critical joint billet) or JD2 (critical joint billet).

2. **Tour Length Guidance.** Officers assigned to joint duty assignments (JDAs) will have their projected rotation dates (PRDs) set for a minimum of 36 months when orders are written.

a. If an officer's first tour in a JDA terminates prior to 36 months with at least 10 months served, the officer can serve a subsequent tour(s) to attain full joint duty credit when the minimum tour length is met.

b. Exceptions to the **minimum 36 months** tour requirement (qualifying reassignment with Secretary of Defense (SECDEF) tour length waiver not required) are as follows:

(1) Retirement, release from active duty, or suspension from active duty.

(2) Reassignment for unusual personal reasons, (including extreme hardship and medical conditions) beyond the control of the officer or the Navy.

(3) Reassignment to another JDA immediately **due to promotion** or after the officer's position was eliminated in a reorganization.

(4) Assignment performed outside CONUS. Officers assigned to overseas JDAL billets should comply with overseas tour lengths.

(a) Full joint duty credit will be granted for overseas assignments only when the officer serves the accompanied tour length of no less than 2 years.

(b) If an officer departs prior to the accompanied-by-dependents tour length, only cumulative credit will be awarded, regardless of dependent status.

(5) Critical Occupational Specialty (COS) officers

(a) May be reassigned from joint duty upon completion of 24 months of duty and be granted full duty credit if

1. it is the officer's initial joint duty assignment, and

2. the officer is being taken out of the JDA early for reassignment to an operational assignment for career progression, or for professional education.

(b) Early release is contingent upon assignment to a career progression/operational assignment such as CO, XO, or DH afloat or operational staff that could make the officer competitive for promotion.

(c) A limited number of COS take-out waivers are allocated annually to each service. Determination as to which officers are released early is the division director's responsibility.

(d) Prior coordination with the joint organization by the appropriate placement officer is required before the officer may be transferred. Navy Personnel Command (NAVPERSCOM), Special Assistant for Joint Matters (PERS-45J) will ensure each officer is eligible and the annual allocation is not exceeded.

(6) Any officer may depart from a JDA up to 60 days early (constructive credit) in order to meet class convening or change of command dates, but not for personal convenience.

(7) Suspension from duty.

3. **Tour Length Waivers.** A principal objective of the Goldwater-Nichols DOD Reorganization Act of 1986 was to enhance

the stability and continuity of officers in joint duty assignments.

a. For that reason, officers assigned to joint billets are expected to complete a full tour of duty. Except as noted above, officers departing joint tours prior to the end of their tours must have approval from Office of the Secretary of Defense (OSD) before departure.

b. NAVPERSCOM assignment officers will prepare the waiver request for Principal Deputy Under Secretary of Defense (Military Personnel Policy) signature. NAVPERSCOM (PERS-45J) will provide assistance in preparation, formatting, and tracking of the request through Navy, OSD, and Joint Chiefs of Staff (JCS) channels.

c. SECDEF will consider waiver requests on a case-by-case basis.

d. Listed below is the specific information that each joint tour length waiver request will contain:

(1) Current JDA position. Specify if JDA billet is critical.

(2) Assignment history, including previous joint assignment. (Assignment history shows why this officer may be the **only** officer qualified at the time to fill the position for which they must leave their JDA position.)

(3) Concurrence of losing organization.

(4) Projected assignment. Indicate if a joint-to-joint assignment.

(5) Projected promotion date (if applicable).

(6) Specify qualifications, which make the requested officer uniquely qualified.

(7) Impact on both the officer and the gaining organization if waiver is not approved.

(8) Availability of other qualified officers (to fill this position).

(9) Recommended departure date (from joint assignment).

(10) Potential effect on service's joint tour length average.

(11) Recommendation for full or partial JDA credit.

4. **NAVPERSCOM Action**

a. NAVPERSCOM (PERS-4) will

(1) ensure each waiver request is reviewed to ensure compliance with these guidelines prior to submitting the requests.

(2) consider the effect of any tour length waiver on the Navy's overall tour length average.

b. NAVPERSCOM (PERS-45J) will

(1) review to ensure compliance.

(2) annotate the tour length average effect on each waiver request for NAVPERSCOM (PERS-4) approval.

c. Waiver requests, which would potentially reduce Navy's tour length average below 36 months, will be rejected.

## MILPERSMAN 1301-122

### OFFICER DISTRIBUTION - TRANSFER OF OFFICERS TO OPERATIONAL DUTY (OPERATIONAL SCREENING)

<b>Responsible Office</b>	NAVPERSCOM (PERS-451)	Phone:	DSN COM FAX	882-4143 (901) 874-4143 882-2693
	BUMED-M3M125	Phone:	DSN COM FAX	762-3107 (202) 762-3107 762-3743

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<b>References</b>	BUMEDINST 1300.2
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1. **Policy**. Personnel being transferred to operational commands must be screened to ensure successful completion of a full operational tour.

a. Per BUMEDINST 1300.2, an operational suitability screening will be completed for the servicemember only.

b. The suitability screening process and report will be completed within 30 days of receipt of orders.

c. The transferring command will notify the gaining command and Navy Personnel Command (NAVPERSCOM) of the screening results using Exhibit 1. If a delay is anticipated beyond the 30-day deadline, notify the gaining command and NAVPERSCOM with a "status pending" message, stating the reason for delay and anticipated completion date.

2. **Significant Medical Issues**. For significant medical issues identified during screening, contact the gaining command for acceptance per BUMEDINST 1300.2.

a. Any report of unsuitability will require that the transferring command provide the detailed reason(s) for the finding per Exhibit 2.

b. Recommendations from both the transferring command and screening medical treatment facility (MTF) for probable suitable assignment locations for any member found to be unsuitable for assignment to a specific location, are highly desirable.

c. Provide any administrative actions taken (i.e., MED HOLD, MEDBOARD, LIMDU or ADSEP).

## EXHIBIT 1

### OPERATIONAL SUITABILITY REPORT

(Use proper message format containing the following.)

FM Transferring Command  
TO COMNAVPERSCOM MILLINGTON TN//APPLICABLE DETAILER//  
INFO GAINING COMMAND (IF APPLICABLE)  
BUMED WASHINGTON DC//MED-02//  
BT  
UNCLAS//N01300//  
MSGID/GENADMIN//  
SUBJ/SUITABILITY FOR OPERATIONAL DUTY ICO NAME, RANK, SSN//  
REF/A/DOC/MPM/YMD//  
REF/B/DOC/BUMED/17FEB00//  
REF/C/DOC/BUPERS ORDERS/YMD// (IF APPLICABLE)  
NARR/REF A IS MILPERSMAN 1301-122 OPERATIONAL SCREENING PROCESS.  
REF B IS BUMEDINST 1300.2 OPERATIONAL SCREENING REQUIREMENTS.  
REF C IS ORDERS DTG//  
POC/NAME/RANK/UNIT IDENTIFIER/TEL:DSN/COMM/EMAIL IF APPLICABLE.  
RMKS/1. OPERATIONAL SCREENING PER REFS A THRU C COMPLETED.  
MEMBER IS SUITABLE FOR ASSIGNMENT.  
2. NUMBER OF DAYS TO COMPLETE SCREENING.  
3. REASON FOR DELAY OF SCREENING, IF APPLICABLE.//  
BT

## EXHIBIT 2

### OPERATIONAL UNSUITABILITY REPORT

(Use proper message format containing the following.)

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FM Transferring Command
TO COMNAVPERSCOM MILLINGTON TN//APPLICABLE DETAILER//
INFO GAINING COMMAND (IF APPLICABLE)
BUMED WASHINGTON DC//MED-02//
BT
UNCLAS // N01300//
MSGID/GENADMIN//
SUBJ/UNSUITABILITY FOR OPERATIONAL DUTY ICO NAME, RANK, SSN//
REF/A/DOC/MPM/YMD//
REF/B/DOC/BUMED/17FEB00//
REF/C/DOC/BUPERS ORDERS/YMD// (IF APPLICABLE)
NARR/REF A IS MILPERSMAN 1301-122 OPERATIONAL SCREENING PROCESS.
REF B IS BUMEDINST 1300.2 OPERATIONAL SCREENING REQUIREMENTS.
REF C IS ORDERS DTG//
POC/NAME/RANK/UNIT IDENTIFIER/TEL:DSN/COMM/EMAIL IF APPLICABLE//
RMKS/1. OPERATIONAL SCREENING PER REFS A THRU C COMPLETED.
MEMBER IS UNSUITABLE FOR THIS ASSIGNMENT.
    A. REASON FOR UNSUITABILITY AND RECOMMENDATION.
    B. RECOMMENDATION FOR ASSIGNMENT.
    C. NEXT MEDICAL APPOINTMENT.
    D. ASSIGNMENT RESTRICTION.
    E. PHYSICIAN'S INPUT (Doctor's recommendation).
    F. RETAINABILITY.
    G. MEMBER'S DESIRE FOR RETENTION AND CO RECOMMENDATION.
2. NUMBER OF DAYS TO COMPLETE SCREENING.
3. REASON FOR DELAY OF SCREENING, IF APPLICABLE.//
BT
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## MILPERSMAN 1301-200

### OFFICER SPECIAL ASSIGNMENTS

<b>Responsible Office</b>	CNO	Phone:	DSN	223-2303
	(N131)		COM	(703) 693-2303
			FAX	223-1189

#### 1. Policy

a. In order to provide for the ever-increasing complexity of the Navy's mission, it is frequently necessary to establish officer special assignments and take special circumstances into consideration.

b. The following MILPERSMAN articles provide information on officer special assignments and considerations:

Topic	See MILPERSMAN
Officer Special Assignments - Ensign "Stash" Assignments	1301-201
Officer Special Assignments - Nominative Billets/Nomination of Officers	1301-202
Officer Special Assignments - Flag Aide Assignments	1301-203
Officer Special Assignments - Captain Assignments	1301-204
Officer Special Assignments - U. S. Naval Academy	1301-205
Officer Special Assignments - White House Activity Assignments	1301-206
Officer Special Assignments - Attaché Assignments	1301-207
Officer Special Assignments - Navy Recruiting Command	1301-208
Officer Special Assignments - Naval Reserve Officer Training Corps (NROTC)	1301-209
Officer Special Assignments - Recruit Training Command (RTC)	1301-210

Topic	See MILPERSMAN
Officer Special Assignments - Navy Headquarters/Staff Level Equal Opportunity Billet Assignments	1301-211
Officer Special Assignments - Navy Flight Demonstration Squadron (BLUE ANGELS) Assignments	1301-212
Officer Special Assignments - Reserve Fleet Logistics Support Squadron (VRC)	1301-213
Officer Special Assignments - Naval Leadership Development Program (LDP) Assignments	1301-214
Officer Special Assignments - Brig and Transient Personnel Unit (TPU)	1301-215
Officer Special Assignments - Joint Duty Assignments	1301-216
Officer Special Assignments - North Atlantic Treaty Organization (NATO) Billets	1301-217
Officer Special Assignments - Assignments Outside the Department of Defense (DOD)	1301-218
Officer Special Assignments - Limited Duty Officer and Warrant Officer	1301-219
Officer Special Assignments - Engineering Duty Officer	1301-220
Officer Special Assignments - Training and Administration of the Reserves (TAR) Unrestricted Line (URL)	1301-221
Officer Special Assignments - Surface Warfare Officer (SWO) Department Head and Division Officer Assignments to Afloat Billets	1301-222
Officer Special Assignments - Nuclear Qualified Surface Warfare Officers (SWOs) to Conventionally Powered Ships	1301-223
Officer Special Assignments - Prisoner of War (POW) Reassignments	1301-224
Officer Special Assignments - Limited Duty	1301-225
Officer Special Assignments - Training Instructor Duty	1301-226
Officer Special Assignments - Officers without Security Clearances	1301-227
Officer Special Assignments - Officers not in Compliance with Physical Readiness Standards	1301-228

<b>Topic</b>	<b>See MILPERSMAN</b>
Officer Special Assignments - Navy Inspector General Assignments to Staffs of Major Commands	1301-229
Officer Special Assignments - Reassignment of Disabled Officers	1301-230
Officer Special Assignments - Assignment of Personnel with Human Immunodeficiency Virus-1 (HIV-1)	1301-231

## MILPERSMAN 1301-201

### OFFICER SPECIAL ASSIGNMENTS - ENSIGN "STASH" ASSIGNMENTS

<b>Responsible Office</b>	CNO	Phone:	DSN	223-2303
	(N131)		COM	(703) 693-2303
			FAX	223-1189

1. **Policy**. Newly commissioned officers temporarily assigned to an activity while awaiting initial entry level training where the period between commissioning and convening of initial entry level training (including authorization of appropriate advance leave) is greater than 60 days are assigned as ensign "stashes."

a. Upon commissioning, officers will be assigned to appropriate entry level training. Navy Personnel Command division directors may grant exceptions to this policy, only if Training Command (TRACOM) facilities are unable to accommodate the officer as a student. In that case, the officer will be assigned temporarily to an activity whose mission is related to the officer's specialty, recruiting or training with Assignment Category Code (ACC) 108 or 150.

b. Officers will normally be assigned temporary duty aboard an afloat command, preferably to their ultimate command. Stashing at shore based commands will not normally be approved.

2. **Assignment Procedures**. The following procedures apply for "Ensign Stash" assignments:

a. Requests for an "Ensign Stash" will be directed to the placement officer for the activity making the request.

b. Placement officers will determine "Ensign Stash" availability and, when requests are made, will follow normal procedures in assigning those stashed within the guidelines of the policy stated above.

c. Ensigns stashed for a period longer than 120 days will be assigned for duty permanent change of station (PCS).

## MILPERSMAN 1301-202

### OFFICER SPECIAL ASSIGNMENTS - NOMINATIVE BILLETS/NOMINATION OF OFFICERS

<b>Responsible Office</b>	NAVPERSCOM (PERS-442)	Phone:	DSN	882-4123
			COM	(901) 874-4123
			FAX	882-2676

1. **Policy**. In general, officers will be detailed to commands without prior nomination. Certain billets, however, do require formal or informal nominations.

2. **Billets Requiring Formal Nominations**

- a. All executive assistant billets.
- b. All major program manager billets.
- c. Special assistants to secretaries billets.
- d. All aide billets.
- e. Office of the Secretary of Defense (OSD), Joint Chiefs of Staff (JCS), on-site inspection activity (OSIA) billets.
- f. U.S. Naval Academy (USNA) battalion officer and deputy commandant billets.
- g. White House billets.
- h. Personnel Exchange Program (PEP) billets.
- i. Defense and Naval Attaché billets.

3. **Billets Requiring Informal (Written) Nomination**

- a. Office of Secretary of the Navy (SECNAV) billets.
- b. Office of Legislative Affairs billets.
- c. Office of Program Appraisal billets.
- d. Recruiting command billets (recruiters only).

- e. Naval Reserve Officer Training Corps (NROTC) billets.
  - f. United States Naval Academy billets.
  - g. Naval War College, National Defense University (NDU), and other service college instructors.
  - h. U.S. Military Advisory Group (MAAG) billets.
  - i. Navy Personnel Command (NAVPERSCOM) billets.
  - j. Defense Intelligence Agency (DIA) billets.
  - k. Defense Information Systems Agency (DISA) billets.
  - l. Defense Nuclear Agency (DNA) billets.
  - m. Defense Special Assessment Agency (DSA) billets.
  - n. National Imagery and Mapping Agency (NIMA) billets.
  - o. Tri-Service Tactical Communications (TRITAC) billets.
4. **North Atlantic Treaty Organizations (NATO) and Joint Staffs.**  
NATO staffs and joint staffs not listed above do not require officer nominations; however, informal liaison with the command is recommended.

## MILPERSMAN 1301-203

### OFFICER SPECIAL ASSIGNMENTS - FLAG AIDE ASSIGNMENTS

<b>Responsible Office</b>	NAVPERSCOM	Phone:	DSN	882-4071
	(PERS-44A)		COM	(901) 874-4071
			FAX	882-2676

1. **Policy.** Flag officer aides are authorized only by Chief of Naval Operations (CNO) and entitlement is reflected by billets in activity manning documents.

a. The number of aides and their titles are determined concurrently with the establishment of each new flag officer billet.

b. Aides assigned to flag officers of the Restricted Line (RL) or Staff Corps will be of the same designator as the flag officer.

c. Designators for Unrestricted Line (URL) aides are per activity manning documents.

#### 2. **Types of Assignments**

a. Flag lieutenant, flag secretary, and chief of staff billets apply to billets on the staffs of flag officers in command **afloat**; executive assistant and aide billets apply to **shore** commands.

b. All aide billets are nominative. Aides will be assigned only when a flag officer is occupying the flag billet. Whenever a flag officer is double-hatted and both positions call for an aide, only one aide will be assigned.

#### 3. **Control of Billets**

a. There are three types of aide billets coordinated through Navy Personnel Command (NAVPERSCOM), Restricted Line/Staff Corps Officer Distribution and Special Placement Division (PERS-44A).

(1) Flag lieutenant.

(2) Flag secretary.

(3) Flag aide.

b. Chief of staff and executive assistant billets are coordinated by the cognizant placement officer. Assistant Commander for Navy Personnel Command (ACNPC) for Distribution (PERS-4) reviews all nominations for executive assistant positions and military assistant positions to high-level civilian executives.

4. **Aiguillettes**. The wearing of aiguillettes is authorized for naval officer billet codes 9015, 9021, 9082, 9930, and 9935.

5. **Tour Lengths**. The tour lengths for all commander and junior aides ashore and afloat is 2 years, with the exception of the 1-year unaccompanied tour with Commander Middle East Forces (COMIDEASTFOR).

## MILPERSMAN 1301-204

### OFFICER SPECIAL ASSIGNMENTS - CAPTAIN ASSIGNMENTS

<b>Responsible Office</b>	CNO	Phone:	DSN	223-2303
	(N131)		COM	(703) 693-2303
			FAX	223-1189

1. Policy.

a. All 0-6 billets that require formal multi-name nomination packets forwarded to the receiving command by Navy Personnel Command (NAVPERSCOM) will include qualified minority officers.

b. Any package not including minority officers, will list those minority officers considered with reasons for exclusion in the accompanying memorandum.

2. Nomination Preparation

a. To standardize captain nominations for outside Navy activities, the format in Exhibit 1 will be utilized.

b. The nominations are drafted in the smooth by the applicable detailer and forwarded for signature to the division director having placement cognizance for the recipient of the nomination.

## Exhibit 1

### STANDARDIZED FORMAT FOR CAPTAIN NOMINATIONS

DEPARTMENT OF THE NAVY  
BUREAU OF NAVAL PERSONNEL  
5720 INTEGRITY DRIVE  
MILLINGTON, TN 38055

Subject to your concurrence, it is proposed to order Captain \_\_\_\_\_ to duty on your staff as \_\_\_\_\_ as a relief for Captain \_\_\_\_\_. Captain \_\_\_\_\_ is currently serving as \_\_\_\_\_ and will be available to report in \_\_\_\_\_. A copy of his/her Career Brief is attached for information.

NOMINEE:

TO RELIEVE:

EDA:

TOUR:

POSITION:

REQ NO.:

DATE AND PLACE OF BIRTH:

SECURITY INFORMATION:

EDUCATION:

MILITARY BACKGROUND:

WARFARE SPECIALTY:

COMMAND EXPERIENCE:

STAFF EXPERIENCE:

SERVICE SCHOOLS ATTENDED:

SUBSPECIALTIES:

PREVIOUS DUTY STATIONS (Last 6 duty stations):

PERIOD	ACTIVITY/POSITIONS	REPORTING SENIOR
--------	--------------------	------------------

YEAR GROUP:

DATE OF PRESENT RANK:

SUMMARY:

## MILPERSMAN 1301-205

### OFFICER SPECIAL ASSIGNMENTS - U. S. NAVAL ACADEMY

<b>Responsible Office</b>	NAVPERSCOM	Phone:	DSN	882-3999
	(PERS-440)		COM	(901) 874-3999
			FAX	882-2676

1. **Policy.** Officers with poor potential will not be assigned to the U. S. Naval Academy (USNA).

a. Subspecialty requirements for faculty positions will take precedence over all other billet requirements (e.g., warfare specialty), except validated PhD and acquisition billets.

b. At least 70 percent of all 1000 coded billets will be filled by officers possessing a warfare specialty. This results in overall 85% warfare specialists assigned to USNA.

c. All captain and battalion officer (commander) billets at USNA are nominative, with candidates subject to a personal interview by USNA prior to issuance of permanent change of station (PCS) orders.

#### 2. **Assignment Procedures**

a. In order to ensure a flexible interview schedule, which does not deny outstanding officers their opportunity for USNA assignment by virtue of inaccessibility for the interview, the following schedule is generally followed:

(1) **Seven months prior** to detachment of incumbent, USNA provides specific requirements for relief, including any special qualifications/qualities desired.

(2) **Five months prior** to detachment of incumbent, Navy Personnel Command (NAVPERSCOM) (PERS-444) provides USNA with nominee. In the same time frame, a relief for the nominee is identified.

(3) **Next two months**, USNA conducts personal interview. The appropriate assignment officer assists in liaison; USNA determines location and time of the interview and provides funds for any travel/per diem required. During this period, the

nominee's immediate senior may be contacted by USNA for the purpose of ascertaining the suitability of the candidate's family for assignment to the Academy. If nominee is unacceptable, NAVPERSCOM (PERS-440) makes another nomination and the procedure is repeated.

(4) **Three months prior** to detachment of incumbent, USNA advises NAVPERSCOM (PERS-440) of acceptance of the candidate and orders are written.

(5) **Exceptions** to these policies will be approved by NAVPERSCOM (PERS-44).

b. Fifteen of the 30 company officer billets will be filled with lieutenant commanders regardless of billet grade requirements. NAVPERSCOM (PERS-440) in conjunction with the Allocation and Statistics Branch, NAVPERSCOM (PERS-452) will ensure that billet postings are modified to reflect which fills are to be lieutenant commanders.

c. Lieutenant billets will normally be filled with officers with 4 to 7 years successful commissioned service except in unique circumstances (e.g., a minority officer assignment or nuclear power trained officers). Exceptions to this policy will be made on a case basis and must be approved by NAVPERSCOM (PERS-44) prior to nomination to the Naval Academy.

3. **Projected Rotation Dates (PRDs)**. Projected rotation dates (PRDs) for officers assigned duty at USNA should, with very few exceptions, fall during semester breaks.

a. Orders to USNA will be written with PRDs of December or June, including those with an arrival date other than these months.

b. Exceptions to a December or June PRD are authorized only in the case of retirements, resignations, officers slated to commanding officer/executive officer billets, and as otherwise approved by NAVPERSCOM (PERS-44).

c. If an officer fails selection while assigned to USNA, he/she will normally be allowed to remain until tour completion. Requests for extensions of such officers will not normally be approved.

## MILPERSMAN 1301-206

### OFFICER SPECIAL ASSIGNMENTS - WHITE HOUSE ACTIVITY ASSIGNMENTS

<b>Responsible Office</b>	NAVPERSCOM (PERS-441)	Phone:	DSN	882-4105
			COM	(901) 874-4105
			FAX	882-2676

1. **Policy.** Assignment of officers to positions in the White House or to activities which directly support the White House and Naval Support Facility Thurmont (Camp David) is governed by the following policies:

a. Must be a volunteer.

b. Requires complete and updated Special Background Investigation (SBI).

(1) A special White House sponsored investigation will be conducted for those officers who will have access to the President.

(2) In the event a situation or requirement arises where Secretary of Defense must waive the requirement for completion of the SBI prior to assignment, the Administrative Aide to Secretary of the Navy (SECNAV) will be informed, who will inform the Military Assistant to the Executive Secretary of the Department of Defense (DOD).

(3) Upon notification, the latter will review existing files and records and establish necessary liaison with the White House to obtain a decision on the waiver of the SBI.

(4) A waiver will not be requested/approved except under the most unusual circumstances.

c. Must have superior record and service reputation.

d. Must be interviewed and have their nominations forwarded to Vice Chief of Naval Operations (VCNO) for approval **prior to** the assignment.

2. **Nominations**

a. Officers attached to Naval Support Facility Thurmont (Camp David) or Naval Facilities Engineering Command (NAVFACENGCOM) (Chesapeake Division) are selected by Navy Personnel Command (NAVPERSCOM) and nominated via the chain of command to the Executive Secretary of the DOD.

b. Officers assigned to the Office of the Physician to the President are nominated in the same fashion.

c. The following guidance and procedures are provided to guarantee continued future assignment of only the highest quality personnel to subject billets.

(1) Single name nominations are acceptable unless directed otherwise.

(2) Officers with War College or joint duty experience are preferred for all billets where feasible.

(3) Officers in the rank of commander (CDR) or above should have completed a command tour.

(4) Nomination packages should be prepared for signature by the senior interviewer.

(5) Nominees will be interviewed by the indicated flag officer, or designee, per the table below.

<b>Nominee</b>	<b>Interviewer</b>
O-4 (Note 1)	NAVPERSCOM
O-5 (Note 1)	NAVPERSCOM and Chief of Naval Personnel (CHNAVPERS)
O-6	NAVPERSCOM, CHNAVPERS, and VCNO

**Note 1:** Presidential/vice presidential aide nominees require NAVPERSCOM, CHNAVPERS, and VCNO interviews.

(6) NAVPERSCOM, Executive Assistant (PERS-00BA), once advised of the White House interview date, will schedule appropriate NAVPERSCOM, CHNAVPERS, and VCNO interviews in coordination with the nominee's assignment officer, and provide accounting data to the nominee's assignment officer.

(7) Assignment officers are to notify and confirm the interview schedule with the nominee and provide all appropriate accounting data.

3. **NAVPERSCOM, Distribution Department (PERS-4) Action.** The following branches within NAVPERSCOM (PERS-4) are responsible for placement of officers nominated for White House assignments.

a. Head, Washington Placement Branch (PERS-441) is responsible for placement of officers in the White House, White House Executive Office and for certain activities which provide direct support to the White House. This placement officer is also responsible for coordination of nominations of officers proposed for White House associated assignments.

b. Head, Civil Engineer Corps (CEC) Assignment/Placement Branch (PERS-4413) is responsible for placement of officers in NAVFACENGCOCM (Chesapeake Division) in support of the White House and to Naval Support Facility Thurmont (Camp David).

c. Head, Medical Assignment/Placement Branch (PERS-4415), in coordination with the Washington Placement Branch (PERS-441), if necessary, is responsible for the placement of officers in the Office of the Physician to the President.

d. The Naval Aide to the President is nominated by NAVPERSCOM via the chain of command to the Office of the Assistant Secretary of Defense (MRA&L).

4. **Tour Lengths.** Tour lengths will be established to satisfy the career requirements of the member and sea/shore rotation policies. Unless requested otherwise by the White House, officer tour lengths will be 36 months for O-4 and above.

5. **Tour Extensions.** In general, tour extensions are not encouraged. NAVPERSCOM (PERS-4) is final approval authority for all White House tour extension requests.

6. **Security Clearance Requirements.** All officers proposed for the White House or White House support activities must be cleared by the White House Military Office prior to orders being written.

a. The table below, identifies those activities requiring clearance from the White House Military Office.

Unit Identification Code (UIC)	Activity
00025	NAVFACENGCOM (Chesapeake Division)
0417A	Commanding Officer, Naval Support Facility Thurmont, MD (Camp David)
30117	Executive Office of the President
41991	White House Medical Unit
47689	White House Military Office
65475	White House Communications Agency

b. Assignment to the UICs listed in the above table will not exceed authorized billet limits.

## MILPERSMAN 1301-207

### OFFICER SPECIAL ASSIGNMENTS - ATTACHÉ ASSIGNMENTS

<b>Responsible Office</b>	NAVPERSCOM	Phone:	DSN	882-3993
	(PERS-4411)		COM	(901) 874-3993
			FAX	882-2744

1. **Policy.** No officer will be ordered to an attaché post unless they have been briefed on all expected hardships of the particular post (financial, cultural, health, schooling, etc.) and expresses a willingness to accept the assignment with full knowledge of these hardships.

a. Navy Personnel Command (NAVPERSCOM) (PERS-4411) will provide requisite information from the Office of Naval Intelligence (ONI) to assignment officers when posting for attaché billets.

b. Language fluency is normally a requirement and instruction to obtain it will be programmed for all prospective attaches.

(1) Language training is desirable for spouses as well, when practicable.

(2) Language aptitude must be listed and proven prior to assignment to such training.

c. Commander, Office of Naval Intelligence (ONI) must approve all attaché nominees.

(1) Should ONI desire to review the actual record of a particular nominee, NAVPERSCOM (PERS-4411) will assist in making arrangements.

(2) This review will **only** be done by Commander, ONI.

2. **Assignment Criteria.** Criteria for assignment include the following, in addition to language proficiency. NAVPERSCOM must authorize exceptions.

a. Outstanding performance in a variety of sea and shore assignments. Due course promotion record.

b. No officer within 5 years of statutory retirement will be assigned.

c. Previous assistant attaché assignment or intelligence sub specialist is desirable but not mandatory.

d. Baccalaureate degree minimum education is normally required. Service college graduate desirable.

3. **Government-Leased and Furnished Quarters.** The Director of Naval Intelligence (N2) has adopted the policy of the Departments of State, Army and Air Force of providing government-leased and furnished quarters to personnel who are assigned to duty with consulates and embassies in certain foreign countries.

a. Funds to lease and furnish quarters in certain areas have been obtained. In justification of the request for these funds, it was pointed out that the cost of furnishing such quarters could be more than offset by savings incurred as a result of personnel not shipping certain Household Goods (HHG) to and from these stations.

b. In order for this justification to be realized, it is considered necessary to limit the weight of HHG, which may be shipped overseas by personnel ordered to particular locations, and to include this limitation in orders.

c. The standard limitation has been established as 2000 pounds or 25% of the permanent change of station (PCS) weight allowance for the grade/rank, whichever is greater. Excluded from this limitation are unaccompanied baggage, professional items and a personal automobile.

d. To comply with the above, the originating office preparing orders directing attaché duty to an area where quarters are provided, as indicated by ONI in the request for orders, will ensure PTEXT P79007 is included in the orders which states:

P79007: "SHIPMENT HHG TO AND FROM \_\_\_\_\_ LIMITED TO \_\_\_\_\_ NET POUNDS. THIS LIMITATION DOES NOT APPLY TO UNACCOMPANIED BAGGAGE AND PROFESSIONAL ITEMS."

e. Officers selected for attaché duty to a post where furnished quarters will be provided will be notified of the HHG limitation as early as possible for planning purposes.

4. **Dependent Transportation and Per Diem.** The following introductory phrase will be used when authorizing attaché dependents travel and per diem in official PCS orders for naval officers en route to or from attaché duty.

"Transportation for dependents in excess of direct travel and per diem for dependents is chargeable to Defense Intelligence Agency funds and such claim will be settled by station budget and fiscal officer. Direct travel of dependents will be settled by PERSUPP DET Anacostia. Advanced per diem for dependents is not authorized."

5. **Nomination Procedures for Attaché Assignments.** In order to maintain the high quality of officers nominated for attaché assignment, the following nomination procedures will be followed:

a. The attaché placement officer will identify all attaché billets for which nominations are required at least 1 year in advance of commencement of training.

b. A list of those billets will be provided to each of the warfare community assignment officers and will be updated as required.

c. When requirements for specific warfare expertise have been attached to an attaché billet, the community with primary fill responsibility will nominate at least two qualified officers.

d. Each URL community will nominate one officer for 1000-designated billets.

e. These four billets will be entered into the Billet Fill Decision (BFD) process, thereby ensuring that quotas have been established for the appropriate major command selection board.

f. The cognizant warfare community will nominate at least two candidates against each posted billet.

g. NAVPERSCOM (PERS-44) will make a determination on which of the multiple nominees submitted by the respective warfare communities will be forwarded to ONI for the Navy interview series.

(1) Nominations for all attaché positions must reach the Attaché Placement Office, NAVPERSCOM (PERS-4411) not later than 6 months prior to the commencement of training for each billet.

(2) This lead time is absolutely essential to allow for the interview process and formal nomination to ONI and still issue orders in a timely fashion.

h. Seniority is another consideration for all O-6 candidates. Time-in-grade becomes an issue when nominating candidates for Defense Attaché (DATT) versus Naval Attaché (NATT) posts. Officers screened for DATT billets should have more than 3 years in grade upon arrival on station and be able to complete the prescribed tour length.

## MILPERSMAN 1301-208

### OFFICER SPECIAL ASSIGNMENTS - NAVY RECRUITING COMMAND

<b>Responsible Office</b>	NAVPERSCOM (PERS-440A)	Phone:	DSN	882-4040
			COM	(901) 874-4040
			FAX	882-2676

1. **Policy.** The recruiting climate for the All-Volunteer Force dictates the careful scrutiny of officers selected to direct the Navy recruiting efforts.

a. Accordingly, certain billets are designated nominative billets.

b. Navy Personnel Command (NAVPERSCOM) (PERS-44) must approve all officers proposed into nominative billets prior to nomination to Commander, Naval Recruiting Command (COMNAVCRUITCOM).

2. **Recruiting Area Commanders.** Nominations for COMNAVCRUITCOM area commander billets (major commands) will conform to the following guidelines:

a. Officers on the major command ashore list who are currently eligible and available for such assignment will be the primary source of nominees.

b. In the event no primary nominees are available, officers with prior major command experience who are available and volunteer for such assignment may be nominated by the captain grade assignment officers.

3. **Recruiting District Commanding Officers.** Officers nominated to command Navy Recruiting Districts (NRDs) should be warfare officer commanders or Human Resource Officer commanders.

a. COMNAVCRUITCOM may request nominations of officers who do not meet this criteria on a case-by-case basis.

b. Whenever feasible, the commanding officer of a NRD will possess a different Unrestricted Line (URL) designator than the executive officer of that district.

c. Officers screened for command of NRDs will spend 18 months in the executive officer billet followed by 18 months as commanding officer.

(1) Officers will be required to "fleet-up" regardless of past recruiting experience.

(2) All NRD executive officers will be filled by command screened officers to fleet up to 18 month NRD command tours.

d. Selection for NRD command will be via each community's command screen process. The Command Leadership Course will be incorporated into the established NRD Command training pipeline.

4. **Orientation for Newly Reporting Recruiters.** Indoctrination training for newly reporting recruiters is obtained through funded travel to the NAVCRUITCOM Orientation Unit, Pensacola, FL en route to their ultimate duty stations. NAVPERSCOM assignment officers will liaison with NAVPERSCOM (PERS-440A) to determine the training required for new officer recruiters.

5. **Senior Minority Assistance to Recruiting (SEMINAR) Program.** The SEMINAR Program provides the temporary personal assistance of minority officers to Navy Recruiting Districts. The objective is to improve the Navy's image and cultivate a favorable recruiting climate in minority communities.

## MILPERSMAN 1301-209

### OFFICER SPECIAL ASSIGNMENTS - NAVAL RESERVE OFFICER TRAINING CORPS (NROTC)

<b>Responsible Office</b>	NAVPERSCOM (PERS-440A)	Phone:	DSN	882-4040
			COM	(901) 874-4040
			FAX	882-2676

1. **Policy.** Officers assigned to Naval Reserve Officer Training Corps (NROTC) units will be assigned a projected rotation date (PRD) that coincides with the end of the academic year or semester/quarter breaks.

a. If an incumbent officer's PRD is adjusted, every effort will be made to have the new PRD coincide with the end of the academic year or semester/quarter breaks.

b. Officers with fewer than 2 years remaining until mandatory retirement will normally not be assigned as commanding officers of NROTC units.

c. The objective, however, is to place into Professor of Naval Science (PNS) billets top quality Captains who have clearly demonstrated outstanding professional performance in their warfare areas and have strong leadership records. Seniority cannot be an automatic disqualifier. Captains who are fully qualified for Professor of Naval Science billets may be considered for commanding officer of a NROTC unit as a final tour on a case basis.

d. To provide a broader spectrum of experience, commanding officers and executive officers of NROTC units will normally be from separate Unrestricted Line (URL) communities.

e. Officers will not be assigned to NROTC units without prior acceptance by the university to which the unit is attached.

f. Officers with poor potential for promotion will not be assigned to NROTC instructor billets.

g. Officers who fail selection for promotion while assigned to a NROTC faculty billet will complete their normal ordered

tour. Requests for extension of such officers will not normally be approved.

h. Exceptions to these policies must be approved by Navy Personnel Command (PERS-4).

## MILPERSMAN 1301-210

### OFFICER SPECIAL ASSIGNMENTS - RECRUIT TRAINING COMMAND (RTC)

<b>Responsible Office</b>	NAVPERSCOM (PERS-444C)	Phone:	DSN	882-4058
			COM	(901) 874-4058
			FAX	882-2676

1. **Policy.** Officers assigned to Recruit Training Command (NAVCRUITRACOM) as Director, Fleet Commander or Ship's Officer must be promotable officers who have high quality performance and who will project the Navy's best image for new recruits. Only career-oriented officers will be assigned to these key billets.

a. In order to provide the desired level of 100% manning, NAVCRUITRACOM billets other than Director, Fleet Commander or Ship's Officer, will be filled with officers whose qualifications, background, experience (including recruiting and training) and availability meet the requirements of the work assigned.

b. Officers who have made known their intention to resign or request release from active duty (RAD) either verbally or in writing, will not be assigned to NAVCRUITRACOM billets.

c. The selectee will be approved by the Deputy Chief of Naval Personnel and then briefed to the Commander, Naval Education and Training and Commander, Naval Training Command, Great Lakes, for concurrence, prior to assignment.

## MILPERSMAN 1301-211

### OFFICER SPECIAL ASSIGNMENTS - NAVY HEADQUARTERS/ STAFF LEVEL EQUAL OPPORTUNITY BILLETS

<b>Responsible Office</b>	NAVPERSCOM	Phone:	DSN	882-4283
	(PERS-00H)		COM	(901) 874-4283
			FAX	882-2617

1. **Policy.** Certain billet assignments require completion of Defense Equal Opportunity Management Institute (DEOMI), Equal Opportunity Program Manager's Course (DD-1512-0003), preferably en route to the assignment, but no more than 6 months after reporting.

2. **Billets Requiring DEOMI Training**

a. Chief of Naval Operations (CNO) Staff, Special Assistant to CNO for Equal Opportunity (N00F)

b. Chief of Naval Personnel (CHNAVPERS) Staff

(1) P00J

(2) P00J3

c. Naval Education Training Command (NETC), Equal Opportunity Program Manager.

d. Navy Personnel Command (NAVPERSCOM) Staff

(1) PERS-00H

(2) PERS-00H1

(3) PERS-00H2

(4) PERS-00H3

(5) PERS-00H4

3. Point of Contact (POC). Contact DEOMI's Student Management Division, Dean of Equal Opportunity Education for quota assignment at the following numbers:

COM: (321) 494-4923/5381  
DSN: 854-4923/5381

## MILPERSMAN 1301-212

### OFFICER SPECIAL ASSIGNMENTS - NAVY FLIGHT DEMONSTRATION SQUADRON (BLUE ANGELS) ASSIGNMENTS

<b>Responsible Office</b>	NAVPERSCOM (PERS-43)	Phone:	DSN	882-3974
			COM	(901) 874-3974
			FAX	882-2721

1. **Policy.** Selection of the Blue Angels Commanding Officer (CO) is made by Chief of Naval Air Training (CNATRA).

a. The Blue Angels CO selects the other squadron demonstration pilots and support officers, which are subsequently approved by CNATRA.

b. All Blue Angels pilot selections are subject to concurrence of Chief of Naval Operations (CNO) (Air Warfare) (N78). Navy Personnel Command (NAVPERSCOM) has certain administrative responsibilities in this process, including the screening of applicants and liaison with CNO (N78).

2. **Commanding Officer Applicants**

a. CO applicants apply to CNATRA with copies to NAVPERSCOM and the incumbent Blue Angels Commanding Officer.

b. A congratulatory letter to selectees for Blue Angels CO will be prepared by NAVPERSCOM, Air Combat Units Placement Branch (PERS-433) and signed by NAVPERSCOM, Assistant Commander Navy Personnel Command (ACNPC) for Distribution (PERS-4).

c. Letters of appreciation to non-selected CO candidates will be prepared by NAVPERSCOM (PERS-433) and signed by NAVPERSCOM, Director, Aviation Officer Distribution Division (PERS-43).

3. **Demonstration Pilot Applicants.** Demonstration pilot applicants apply directly to the Blue Angels CO and shall provide copies to CNATRA and NAVPERSCOM.

a. NAVPERSCOM (PERS-43/PERS-433) action:

(1) As applications are received, NAVPERSCOM (PERS-433) initiates administrative pre-screening to determine each candidate's availability and desirability for assignment to the Blue Angels.

(2) NAVPERSCOM (PERS-43) shall make a determination as to whether a candidate is available and recommended to continue in the application process. Pending this approval, the CO of the Blue Angels shall execute the remainder of the application and selection process.

(3) NAVPERSCOM (PERS-433) shall provide CNATRA and the Blue Angels CO with a summary of the NAVPERSCOM screening board action on each candidate.

(4) Following selection by the CO, Blue Angels and approved by CNATRA, NAVPERSCOM (PERS-433) will forward background resumes on each prospective Blue Angels pilot to CNO (N78). Permanent change of station (PCS) orders will be issued to those selected upon CNO (N78) concurrence.

b. Each pilot/Navy flight officer (NFO) selectee to Navy Flight Demonstration Squadron (NFDS) will sign a statement of agreement by which the officer agrees to remain on active duty (GREEMAIN) for 2 years following completion of the tour with NFDS. A signed copy of each agreement will be forwarded to NAVPERSCOM (PERS-433).

4. **Non-Pilot Applicants.** Non-demonstration pilot applicants apply to the team to compose the Blue Angels support officer cadre. Billets include the Administrative Officer, Aircraft Maintenance Officer, Public Affairs Officer, Flight Surgeon, and Supply Officer.

a. Like pilot applicants, non-pilot applicants shall submit applications directly to the Blue Angels CO, with copies to CNATRA and to their appropriate NAVPERSCOM detailer code.

b. NAVPERSCOM detailers from the respective support officer communities shall provide the team a minimum of two volunteer, pre-screened, and viable candidates to participate in the selection process.

c. NAVPERSCOM action:

(1) As applications are received, the appropriate detailer shall initiate administrative screening to determine each candidate's availability and qualification for assignment to the Blue Angels.

(2) A minimum of two viable candidates for each support officer billet are required to participate in the application and selection process.

(3) Following selection by the Blue Angels CO and approval by CNATRA, PCS orders will be issued to those selected.

## MILPERSMAN 1301-213

### OFFICER SPECIAL ASSIGNMENTS - RESERVE FLEET LOGISTICS SUPPORT SQUADRON (VR)

<b>Responsible Office</b>	NAVPERSCOM (PERS-4417)	Phone:	DSN	882-4102
			COM	(901) 874-4102
			FAX	882-2755

1. **Policy.** Pilots accepting orders to Reserve Fleet Logistics Support Squadrons (VR) are assigned to transition training in C-9, C-20, C-40, and C-130 aircraft.

a. Active duty pilots who complete transition training to C-9, C-20, C-40, and C-130 aircraft must sign a statement of agreement by which the officer agrees to remain on active duty (GREEMAIN) for 3 years.

b. Acceptance of orders by active duty pilots for initial training in C-9, C-20, C-40, and C-130 Aircraft constitutes their agreement to remain on active duty for a period of time equal to a normal squadron tour (36 Months). Fulfillment of this GREEMAIN shall commence upon reporting to the ultimate duty station following completion of the transition training.

c. TAR officers who accept assignment to another VR platform after their initial 36 month tour, will incur a 30 month GREEMAIN to commence upon reporting to the ultimate duty station following completion of the transition training.

## MILPERSMAN 1301-214

### OFFICER SPECIAL ASSIGNMENTS - NAVAL LEADERSHIP DEVELOPMENT PROGRAM (LDP) ASSIGNMENTS

<b>Responsible Office</b>	Center for	Phone:	DSN	253-1523
	Naval		COM	(757) 462-1523
	Leadership (N72)		FAX	253-4875

<b>References</b>	OPNAVINST 6110.1G
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1. **Policy.** Officers selected for Naval Leadership Development Program (LDP) facilitator assignments will be qualified performers who have completed a successful operational tour and possess leadership and management experience at the level commensurate with the program they will instruct (e.g., department head or division officer).

a. Officers selected for facilitating the LDP will have prior instructor experience.

b. Officers selected for the Command LDP (CO/XO) at the Center for Naval Leadership located in Newport, RI must be post-command commanders or post-executive officers (CAPTs/CDRs/LCDRs), respectively.

2. **Selection Criteria.** The selection of LDP facilitators will be based on the following:

a. Selected officers must be demonstrated, high-quality performers as determined by Navy Personnel Command (NAVPERSCOM) (PERS-4) and Naval Education Training Command (NETC).

b. Must satisfactorily complete a Facilitator Training Course (5 weeks) at Learning Detachment Little Creek. A guaranteed reselection, without prejudice to career, will be made available to candidates who fail to complete skill training.

c. Volunteers are desired, but not required.

d. Be within height/weight/body fat standards per OPNAVINST 6110.1G.

e. Officers on twilight tours are not eligible.

3. **Waiver Requests**. Requests for waivers must be approved by Center for Naval Leadership. Point of contact (POC) is Training Directorate (N7), DSN 253-1535.

## MILPERSMAN 1301-215

### OFFICER SPECIAL ASSIGNMENTS - BRIG AND TRANSIENT PERSONNEL UNIT (TPU)

<b>Responsible Office</b>	NAVPERSCOM (PERS-84)	Phone:	DSN	882-4442
			COM	(901) 874-4442
			FAX	882-2626

<b>References</b>	OPNAVINST 6110.1G
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#### 1. Policy

a. Nominations for officer assignment to brig and Transient Personnel Unit (TPU) will be forwarded by the gaining placement officer to Navy Personnel Command (NAVPERSCOM) (PERS-84) for preliminary screening.

b. Upon receiving a positive reply from NAVPERSCOM (PERS-84), the gaining placement officer will forward a letter to the nominee's commanding officer requesting their recommendation.

#### 2. Brig and TPU Officer Screening Criteria

a. If a positive recommendation is received, the gaining placement officer will process orders for the officer.

b. The screening criteria for brig and TPU officers include the following:

(1) Have served a minimum of 2 years on active duty.

(2) Should be a promotable officer.

(3) Possess a high degree of adaptability in working with younger military personnel.

(4) If a member is a recently selected Limited Duty Officer (LDO)/Chief Warrant Officer (CWO), must have no record of military disciplinary actions during the last 4 years of military service.

(5) Possess ability to manage a self-contained organizational structure.

(6) Be mature and emotionally stable possessing good judgment.

(7) Not have any obvious disfigurement or other physical or speech impediment, which might subject that individual to contempt or ridicule by prisoners.

(8) Be able to issue commands and instructions clearly.

(9) Demonstrated stability in personal affairs without history of severe domestic or personal problems.

(10) Demonstrated consistency in execution of policy and treatment of others.

(11) Demonstrated poise in stressful situations.

(12) Meet minimum Navy physical fitness assessment standards per OPNAVINST 6110.1G.

**3. Naval Consolidated Brig (NCB) Commanding Officer Screening.**

Officers screened for command of Naval Consolidated Brigs (NCBs) will spend 18 months in the executive officer billet followed by 18 months as commanding officer. Officers will be required to "fleet up" regardless of their past NCB experience.

a. Selection for NCB command will be via each community's command screen process. The Command Leadership course will be incorporated into the established NCB command training pipeline.

b. The following implementation guidance is provided:

(1) All NCB commanding officer and executive officer billets will be immediately re-designated as 1000 coded billets.

(2) Tour lengths for incumbent (non command screened) Executive Officers shall not be shortened to less than 18 months.

(3) Tour lengths for incumbent (non fleet-up) commanding officers shall not be shortened to less than 18 months.

(4) Slating of officers within 6 months of their projected rotation date (PRD) will not be involuntarily altered.

(5) Fleet up executive officer tour lengths may be shortened to no less than 12 months.

(6) All NCB executive officers will be filled by command screened officers to fleet up to 18-month NCB command tours.

## MILPERSMAN 1301-216

### OFFICER SPECIAL ASSIGNMENTS - JOINT DUTY ASSIGNMENTS (JDAS)

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

<b>References</b>	Title IV of the Goldwater-Nichols Department of Defense (DOD) Reorganization Act of 1986 10 U.S.C., Chapter 38 10 U.S.C. 664(f)
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1. **Policy.** Title IV of the Goldwater-Nichols Department of Defense (DOD) Reorganization Act of 1986 established specific requirements, which the services must follow in making assignments to billets on the Joint Duty Assignment List (JDAL) now contained in 10 U.S.C., chapter 38. These requirements include both qualitative and quantitative provisions, necessitating changes in the management of most officer communities. Additionally, with the exception of certain scientific and technical communities, the law specifies that an officer may not be appointed to the grade of RADM(LH) unless the officer has completed a full tour of duty in a joint assignment as described in 10 U.S.C. 664(f). Secretary of Defense (SECDEF) has the authority to waive this requirement on a case-by-case basis. A joint duty assignment (JDA) is an assignment to a billet contained in the JDAL.

a. 10 U.S.C., chapter 38 states that assignment quality control standards be exercised to ensure an appropriate number of JDAL billets are filled with qualified and promotable officers in order to achieve promotion parity between specific groupings as defined by the law. There is also a requirement to fill 100 percent of JDAL critical billets with a joint specialty officer (JSO). 10 U.S.C., chapter 38 further requires that 50 percent of all JDAL billets be filled by JSOs or JSO nominees.

b. One of the most difficult aspects regarding execution of the joint requirements from a distribution perspective is to achieve a balance between the designator community's need to

ensure that their best officers are qualified for flag rank per the law; and the law's requirements regarding Joint Professional Military Education (JPME), tour lengths, and the percentage of JDAL billets that must be filled by JSOs or JSO nominees. The senior detailee from each designator community ensures that their community is closely coordinating the input of officers by promotion year group to joint education assignments (JEA); that a comprehensive plan exists to meet the flag officer qualification requirements of 10 U.S.C., chapter 38; and that the plan is carefully monitored. This direction is based upon guidance from higher authority and is necessary to ensure consistent distribution compliance with 10 U.S.C., chapter 38. Navy Personnel Command (NAVPERSCOM) division directors must ensure strict compliance with the procedures contained herein.

c. Title IV mandated specific requirements which the services must follow in the assignment of officers to management headquarters activities.

(1) NAVPERSCOM, Distribution Management, Allocation, Resources, and Procedures Division (PERS-45) is responsible to ensure Navy activities are at or below established officer ceilings.

(2) NAVPERSCOM, Allocation and Statistics Branch (PERS-452) and appropriate management headquarters placements desks from NAVPERSCOM (Surface Officer Distribution Division (PERS-41), Submarine/Nuclear Distribution Division (PERS-42), Aviation Officer Distribution Division (PERS-43), and Restricted Line (RL)/Staff Corps Officer Distribution and Special Placement Division (PERS-44)) monitor headquarters activities on a unit identification code (UIC) level to ensure established officer ceilings are not exceeded.

## 2. Joint Definitions

a. **Joint Specialty Officer (JSO):** An officer who has been awarded joint specialty designation by SECDEF, with the advice of Chairman, Joint Chiefs of Staff (CJCS).

(1) Officers who have completed applicable JPME and JDA prerequisites are recommended for designation as JSOs by the CJCS.

(2) SECDEF may waive completion of certain prerequisites.

b. **Joint Specialty Officer (JSO) Nominee:** An officer categorized by the CJCS as a "nominee" for the joint specialty designation.

(1) "JSO nominee" identifies the officer as a potential candidate for award of the joint specialty designation, but does not in itself constitute a recommendation of the officer for such award. There is no longer an additional qualification designator (AQD) to identify a "JSO nominee."

(2) Upon graduation from full JPME and assignment to a follow-on JDA, an officer is considered a "JSO nominee."

(3) Other officers in JDAs may qualify as nominees if they possess a critical occupational specialty (COS).

(4) Officers who have neither attended a JPME school, nor will have any future opportunity to attend JPME, will not be considered JSO nominees.

c. **Joint Duty Assignment (JDA):**

(1) An assignment to a designated position in a multi-service or multi-national command or activity that is involved in the integrated employment or support of land, sea, and air forces of at least two or three military departments. Such involvement includes, but is not limited to, matters relating to national military strategy, joint doctrine and policy, strategic planning, contingency planning, and command and control of combat operations under unified (or multi-service, multi-national) commands.

(2) The JDAL contains all JDA billets. Greater than 50 percent of the JDAL billets **must** be filled by JSOs or JSO nominees.

d. **Critical Joint Duty Assignment (JDA) (subset of JDAL):** A designated JDAL billet, which **must** be filled with a JSO (approximately 15 percent of the JDAL billets are designated "critical").

e. **Critical Occupational Specialty (COS):** A specialty which primarily involves combat operations; particularly a specialty in which there exists a shortage of trained officers.

(1) Approved Navy COSs are limited to the following Unrestricted Line (URL) warfare specialties: Surface, Submarine, Aviation, Special Warfare (SEALS), and Special Operations.

(2) Specific provisions apply for COS officers regarding tour length, joint duty credit, etc., which are discussed in MILPERSMAN 1301-112.

### 3. Joint Professional Military Education (JPME)

a. **Phase I JPME:** Phase I credit is earned by successful completion of the resident course at one of the service colleges (College of Naval Warfare, Naval Command and Staff College, Army War and Command and Staff Colleges, Air War and Command and Staff Colleges, and U.S. Marine Corps Command and Staff College), or an equivalent approved course of instruction.

b. **Phase II JPME:** Phase II credit is earned by successful completion of the appropriate level course at the Armed Forces Staff College (AFSC).

(1) Completion of Phase I is a prerequisite for attending Phase II.

(2) COS officers may attend Phase II without Phase I with a CJCS approved direct entry waiver.

#### c. **Full JPME:**

(1) Graduation from either the National War College (NWC) or the Industrial College of the Armed Forces (ICAF); or completion of **both** Phase I and Phase II.

(2) NAVPERSCOM (PERS-45J) will assign the appropriate joint AQD code to an officer's record upon completion of full JPME, Phase I and/or Phase II.

4. **Assignment of AQD Codes.** The following AQD codes identify joint billets and joint personnel. Assignment of officer AQD codes may only be made by NAVPERSCOM (Professional Development Education/Subspecialty Branch (PERS-440) or PERS-452).

a. Billets

AQD Code	Description
JD1	Non "critical" billet on JDAL.
JD2	"Critical" billet on JDAL; <b>must</b> be filled by a JSO.
<b>Note:</b> JD1 + JD2 = Total number of JDAL billets.	

b. Officers

AQD Code	Description
JS1	JPME graduate.
JS2	Joint duty credit (officer has completed a qualifying JDA per Title IV).
JS5	Designated as a JSO by SECDEF.
JS7	JPME Phase I graduate.
JS8	JPME Phase II graduate (AFSC graduate after June 1990).
JS9	Designated as JSO by SECDEF based in part upon completion of a JDA terminated as a result of COS provisions.

5. **JDA and JEA Credit.** Some credit received for service before 1 October 1989 will be treated differently than JDA credit received after the transition period.

a. **JEA Credit**

(1) Could be used to fulfill the "previous joint tour" provision of the law for promotion to flag until 1 January 1994.

(2) Officers with JEA credit only cannot now combine this with completion of JPME or a second JDA for consideration for JSO designation.

(3) Officers with the JSO designation based on JEA still maintain their JSO designation, but are not considered to have any joint duty credit.

(a) An officer with the JSO designation based on JEA will need a JDA prior to promotion to flag after 1 January 1994.

(b) In the above situation, COS officers serving in post JEA JDAs will be considered to be serving in their second or subsequent JDAs and cannot be considered for 2-year COS take-out.

**b. JDA Credit**

(1) Can be counted for promotion to flag.

(2) Officers with JDA credit only, and not JSO designated, can combine this credit with full JPME or a second JDA for consideration for JSO designation; however, any pre-October 1989 JDA credit must be either 24 months (COS) or 36 months (i.e., must meet current tour length requirement provisions of the law).

**c. Cumulative JDA Credit**

(1) Cumulative service for the purposes of fulfilling JDA requirements includes two or more JDAs, which, when combined, total at least 3 years for O-6 and below, including at least one tour of duty in a JDA that was overseas.

(2) A JDA may be counted for cumulative purposes

(a) if the officer served greater than 10 months in the assignment which was terminated for unusual personal reasons (including extreme hardship and medical conditions) beyond the control of the officer or the armed force; or

(b) was ordered to another JDA immediately after promotion to a higher grade, where the reassignment was made because no JDA was available within the same organization that was commensurate with the officer's new grade; or

(c) was an overseas JDA, which would not otherwise meet tour length requirements.

**d. Record Entry.** NAVPERSCOM (PERS-45J) will ensure officers transferred from joint duty has that joint duty recorded in their record. This includes placing the appropriate AQD in the record.

6. **Selection of Joint Specialists**

a. Officers must first successfully complete an approved JPME program and then receive credit for completing a JDA.

b. All COS officers (COS - 111X, 112X, 113X, 114X, 131X, 132X) are exempt from this sequence requirement.

c. SECDEF may waive the sequence requirements (JDA **then** JPME) for non-COS officers.

d. SECDEF may waive JPME provided two full JDA tours are served.

e. Total number of sequence and two JDA vice JPME waivers combined may not exceed 10 percent of joint specialty designations for officers in the same paygrade during a fiscal year.

7. **Joint Duty Assignments (JDAs)**. The following general guidelines will be adhered to unless waiver procedures for tour lengths contained in MILPERSMAN 1301-112 are used.

a. JDA tour lengths are calculated day-for-day.

b. JDAL incumbents are not relieved until they have served a sufficient length of time to receive credit for a full tour of duty (i.e., joint duty credit).

c. Existing guidelines will be followed with respect to permanent change of station (PCS) moves.

d. Fifty percent of JDAL billets must be filled by JSOs or designated JSO nominees.

e. Beginning 1 January 1994, 100 percent of the critical JDAs that become vacant must be filled by JSOs. Any non-JSO proposed to fill a critical JDAL billet will require prior approval from CJCS. Waiver procedures are described below.

f. NAVPERSCOM (PERS-45J) will track assignments to critical billets and report progress to Chief of Naval Operations (CNO) (N1) with each distributable manning brief (DMB). Develop rationale and support for waivers required after 1 January 1994 for non-JSOs being ordered to critical billets.

8. **Joint Assignment Nominations**

a. **JCS Nominations.** When nominating a JSO to the Joint Chiefs of Staff (JCS), only one nomination will be required.

(1) For non-JSOs, NAVPERSCOM will routinely nominate a slate of three or more qualified and available officers.

(2) If less than three are nominated, an appropriate explanation for the shortfall will accompany the nominations.

b. **Number Assigned.** A **sufficient** number of competitive officers must be assigned to "other joint duty" to ensure compliance with the spirit and intent of present legislation.

(1) To ensure promotable officers are assigned in sufficient numbers to "other joint" commands, NAVPERSCOM desires to follow a process similar to that used for JCS nominations.

(2) Exhibits 1 and 2 will be used in the nomination process of all billets on the JDAL with the exception of JCS.

c. **Flow of Nominations.** The flow of joint assignment nominations is as follows:

(1) Assignment officer proposes the officer to placement (through Officer Assignment Information System (OAIS)).

(2) Assignment officer prepares joint duty routing memo (Exhibit 1) and assignment sheet (Exhibit 2) with officer summary record (OSR)/officer data card (ODC) (bottom half of assignment sheet only).

(3) Assignment officer routes package to assignment division director for approval/comments.

(4) Assignment division routes to NAVPERSCOM (PERS-44) (44 log-in).

(5) NAVPERSCOM (PERS-44) routes to gaining placement.

(6) Placement reviews proposal, and if accepts, fills out top half of nomination sheet, makes appropriate comments on routing memo, signs and dates, and routes to division director (PERS-44) once nominee appears on action queue (i.e., normal OAIS waiver process review completed).

(7) NAVPERSCOM (PERS-44) reviews and forwards.

(8) Once chop chain is completed, nomination is returned to NAVPERSCOM (PERS-44). NAVPERSCOM (PERS-44) maintains a file copy and returns the original to placement.

(9) If nomination approved, placement begins normal command nomination process (formal/informal).

(10) When command acceptance process is completed, orders are written.

9. **JSO Qualification Waiver Requirements/Submission Procedures.**

To ensure requirements of the law are met, only those officers designated as JSOs will be nominated for critical JDAs. Only those waiver requests presenting clear and compelling justification that a JSO is not available, and that the waiver is in the best interest of the joint organization, will be considered. Additionally, waivers must be submitted for non-JSO incumbents who are in critical JDAL billets on or after 1 January 1994.

a. **Specific Information Requirements.** Each JSO qualification waiver must contain the following specific information:

(1) Name, grade, social security number, rank, date of rank (attach copy of ODC).

(2) JSO potential. Identify if the officer is a JSO nominee or has been recommended to be designated as a JSO.

(3) JPME completed and date of completion.

(4) Previous JDAs completed and inclusive dates of each.

(5) Experience in joint matters not associated with above, if any.

(6) COS, if applicable.

(7) Critical JDA identified for this officer (major joint organization, position code, duty title, and short duty description).

(a) Identify start date (the projected date officer will be assigned to critical JDA).

(b) Identify projected rotation date (PRD) out of critical JDA.

(c) Identify if officer is scheduled to complete a full joint tour of duty in this JDA; explain if not.

(d) Identify the unique qualification(s) of the officer for this critical billet.

(8) Clear and compelling justification identifying why

(a) JSO is not available to fill the critical JDA in question.

(b) this is in the joint organization's best interest. (**NOTE:** Coordination with a commander or director of a defense agency is required and must be included in the JSO waiver request.)

**b. Procedures - Waiver Requests Initiated by NAVPERSCOM.**  
For JSO qualification waiver requests initiated by NAVPERSCOM, the following procedures apply:

(1) Assignment officers will prepare JSO waiver requests, with ODC, for Chief of Naval Personnel (CNHAVPERS) signature. Requests will be addressed to Director, JCS.

(2) After NAVPERSCOM (PERS-45J) review, the request must be chopped by the cognizant division director prior to forwarding. (NAVPERSCOM (PERS-45J) will maintain an historical file of JSO waiver requests.)

(3) JSO waiver requests are chopped by Assistant Commander Navy Personnel Command (ACNPC) for Distribution (PERS-4) and Commander, Navy Personnel Command (COMNAVPERSCOM), then forwarded to CHNAVPERS for signature.

(4) The request is then forwarded to Director, JCS for CJCS approval.

(5) Waiver requests must **arrive** at the office of Director, JCS not later than 90 days before the proposed arrival date of a non-JSO in a critical billet.

(6) Approval of the waiver request is required before the non-JSO may be assigned to the critical joint billet.

**c. Procedures - Waiver Requests Initiated by Commanders/Directors of Defense Agencies.** For JSO qualification waiver requests initiated by commanders/directors of defense agencies, the following procedures apply:

(1) Commanders/directors of defense agencies must submit all JSO qualification waiver requests for Navy personnel through NAVPERSCOM for endorsement.

(2) Placement officers will coordinate with assignment officers and prepare an endorsement (concur, nonconcur) for CHNAVPERS signature, on the joint organization's waiver request.

(3) After NAVPERSCOM (PERS-45J) review, the request must be chopped by the cognizant division director prior to forwarding. (NAVPERSCOM (PERS-45J) will maintain an historical file of JSO waiver requests.)

(4) JSO waiver request endorsement is chopped by ACNPC (PERS-4) and COMNAVPERSCOM, then forwarded to CHNAVPERS for signature.

(5) The request is then forwarded to Director, JCS for CJCS approval or resolution.

(6) Waiver requests must **arrive** at the office of Director, JCS not later than 90 days before the proposed placement of a non-JSO in a critical billet.

(7) Conflicts between commanders/directors of defense agencies and the Navy over a JSO qualification waiver request will be settled by the CJCS.

(8) Waiver request approval is required before the non-JSO may be assigned to the critical JDA.

10. **NAVPERSCOM Responsibilities**

a. **NAVPERSCOM (PERS-45)**

(1) Coordinate implementation of procedures and information systems necessary to comply with Title IV provisions.

(2) Ensure equitable/appropriate distribution (through the billet fill decision process) of JDA billets, which are not coded as warfare specific (e.g., 1000/1050 billets).

(3) Coordinate consolidation and compilation of information for reports as appropriate.

(4) Provide distribution officers with appropriate tailored reports, including lists of billets and officers, necessary to ensure the execution of proper joint assignment procedures and officer qualification.

(5) Monitor and track billets assigned JD1 and JD2 AQD codes and resolve discrepancies/anomalies between the JDAL, Navy Manpower Data Automation System (NMDAS), and Online Distribution Ad Hoc Information Query System (ODIS)/OAIS.

(6) Coordinate (with Director, JCS (J1)) the resolution of JDAL billet anomalies where assignment of the billet to the JDAL is inconsistent with the definition of a qualifying billet in Title IV.

(7) Monitor and track the entry, maintenance, and quality assurance of officers' AQDs.

(8) Provide assessment, as required, of aggregate quality of officers assigned to joint duty versus Navy headquarters staff to ensure the promotion parity goals of Title IV are met.

b. **NAVPERSCOM (PERS-45J)**

(1) Serve as distribution coordinator for JDAs regarding the assignment of applicable joint AQDs to officers.

(2) Monitor all assignments to JDA billets through OAIS.

(3) Review all JSO qualification waiver requests for correctness and comment, as applicable, and maintain historical files of all waiver requests.

(4) Assist in preparation and track requests for tour curtailment when approval of higher authority is required.

(5) Ensure that in the aggregate, approximately 50 percent of JDA billets are filled with JSOs or JSO nominees, and 100 percent of critical billets are filled by JSOs.

(6) Ensure that COS early release waivers, by division, do not exceed the annual allocation established and report the status to division directors on a bimonthly basis in October, December, February, April, June, and August.

**c. Placement officers**

(1) Maintain a working knowledge of Title IV and oversee the implementation of the same within activities for which they are responsible.

(2) Advise NAVPERSCOM (PERS-45) of billet anomalies.

(3) Evaluate promotability of officers nominated to joint billets to ensure that promotion percentages in each activity will be within the limits established by Title IV. Placement officers will verify statistical promotion data provided to NAVPERSCOM (PERS-45J) as required. Placement officers have the authority to reject proposals, which could lower promotion percentages below the appropriate comparable Navy promotion rates.

(4) Assign a point of contact (POC) within placement divisions who will work with NAVPERSCOM (PERS-452) in managing the officer manning at management headquarters activities.

(5) Adhere to the following guidelines in order to remain within the established ceiling for management headquarters activities. Exceptions must be personally approved by ACNPC (PERS-4):

(a) Incumbents will not be ordered to report to billets until billets are on line.

(b) Orders will be canceled for officers ordered to activities which are at, or projected to be in excess of, established ceilings.

(c) Minimize turnover; communicate to commands the sensitivity of manning at management headquarters activities, emphasizing 10-day turnover policy.

(d) Orders will not be written which would place an activity in excess without an approved NAVPERSCOM, Distribution Department (PERS-4) excess screening sheet.

(e) If an activity is projecting excess manning for a 3-month period, the responsible placement officer will provide NAVPERSCOM (PERS-4B) (copy to NAVPERSCOM (PERS-452)) a memorandum providing a plan of action to reduce manning back to authorized ceiling (billets authorized (BA)) or a copy of an approved NAVPERSCOM (PERS-4) excess screening sheet.

(f) Placement officers will annotate on the retirement board sheet the desired month of administrative transfer, and the receiving administrative command of retiring officers assigned to a management headquarters activity.

(g) Placement officers will determine the administrative transfer date for retiring officers based on terminal leave, as well as relief reporting requirements.

(6) Coordinate the early release of COS officers with the command.

**d. Assignment officers**

(1) Maintain a working knowledge of Title IV and will oversee the implementation of the same within their communities.

(2) Take steps to ensure flag potential officers in their communities are carefully screened by promotion year group to ensure they meet joint duty qualification requirements for promotion.

(3) Initiate JSO qualification waiver requests within NAVPERSCOM, and will be the first stop within NAVPERSCOM for commander/director of defense agency initiated JSO qualification waiver requests.

(4) Identify a JSO replacement upon notification by placement that a non-JSO is in a critical JDA. If unable, initiate a JSO qualification waiver request.

(5) Coordinate with placement officers the early release of COS officers from an initial joint tour of duty prior to proposal for follow-on assignment.

(6) Ensure COS early release waivers do not exceed their divisions' fiscal year allocations, while at the same time striving to maximize utilization of COS early releases.

(7) Prepare tour curtailment waiver packages and coordinate with NAVPERSCOM (PERS-45J).

11. **Chief of Naval Personnel (CHNAVPERS)**. CNO (N13D) will use the administrative transfer date to write retirement orders, assigning the officer temporary duty (TEM DU) awaiting retirement to the designated administrative command (i.e., Personnel Support Activity Detachment (PERSUPP DET), pending the actual retirement date.

## Exhibit 1

### NOMINATION OF OFFICERS FOR JOINT DUTY

Date:

Subj: NOMINATION OF OFFICER FOR JOINT DUTY

Encl: (1) Officer Data Card and Summary Record of Nominee

1. Activity:\_\_\_\_\_ Billet:\_\_\_\_\_

GRD/DESIG/Joint Code:\_\_\_\_\_/JD1/JD2

Incumbent:\_\_\_\_\_ PRD:\_\_\_\_\_

2. Nominee:

Name:\_\_\_\_\_ Grade:\_\_\_\_\_ Desig:\_\_\_\_\_

SSN:\_\_\_\_\_ Joint Status:\_\_\_\_\_ EDA:\_\_\_\_\_

3. Remarks:

a. Detailer/Assignment Division Director:

Detailer Code:\_\_\_\_\_ Division Director Approval Date\_\_\_\_\_

b. Gaining Placement:

4. Submitted, recommending approval of nominee.

Placement Code:\_\_\_\_\_

		Gaining Placement
Date:_____	Recommendation:_____	PERS-44
Date:_____	Recommendation:_____	PERS-4B
Date:_____	Recommendation:_____	PERS-4
Date:_____	Recommendation:_____	PERS-00B
Date:_____	Recommendation:_____	PERS-00

Return to PERS-44 Upon Completion

## Exhibit 2

### JOINT DUTY ASSIGNMENT (JDA) SHEET

CODES: <b>M: Mandatory</b> <b>D: Desired</b> <b>NA: Not Applicable</b>		REQUIREMENT	REMARKS
		M/D/NA	
<b>PLACEMENT</b>	Senior Service College		
	Intermediate Service College		
	Previous Joint Experience		
	Service Department Staff Experience		
	Graduate Education (P-Code)		
	By Name Call/Report Date		
	Other Military/Professional Requirements		
<b>ASSIGNMENT</b>	Promotion Status/Year Group		
	Will be in Zone for next Grade while on Joint Duty?	Yes / No	
	Record Brief	Yes / No	
	Command Screened?	Yes / No	

## MILPERSMAN 1301-217

### OFFICER SPECIAL ASSIGNMENTS - NORTH ATLANTIC TREATY ORGANIZATION (NATO) BILLETS

<b>Responsible Office</b>	NAVPERSCOM (PERS-831)	Phone:	DSN	882-4878
			COM	(901) 874-4878
			FAX	882-2627

1. **Policy.** Officers assigned to North Atlantic Treaty Organization (NATO) billets must have a completed Single Scope Background Investigation (SSBI) **within 5 years** of assignment and must maintain a 5-year periodicity during the course of their assignment.

a. This requirement is designed to provide U.S. officers access to NATO COSMIC Top Secret, which is required for all NATO officers.

b. Since security clearance investigations and adjudications take from 6 to 8 months to complete:

(1) Placement officers will post for all NATO billets 12 months prior to incumbent's projected rotation date (PRD) and include appropriate security clearance requirements.

(2) Assignment officers should identify officers to fill NATO postings 8 to 10 months prior to incumbents' PRD.

(3) Any officer identified less than 8 months before the incumbent's PRD must meet the NATO security clearance requirements.

c. If the officer requires an SSBI, PTEXT P71019 will be entered into the orders requesting that the SSBI be initiated to fulfill the requirement that an investigation must have been completed within the past 5 years for any NATO assignment.

d. For NATO assignments, which do not require an SSBI, the message that Navy Personnel Command (NAVPERSCOM) (PERS-831) sends instructing the transferring command to initiate a current investigation is sufficient instruction and eliminates any need to include instructions in orders regarding the investigation.

2. Procedures for NATO Billets

a. Officers ordered to NATO billets require special processing to fulfill security clearance requirements and to determine passport needs.

b. NAVPERSCOM (PERS-831) is responsible for **certifying** clearances for officers assigned to NATO billets.

c. Prior to issuance of orders to such billets and if a security clearance is necessary, the cognizant placement officer will inform NAVPERSCOM (PERS-831) by memorandum of the following information:

(1) Full name, rank, file number, designator, date and place of birth.

(2) Command for which considered.

(3) Billet title or description.

(4) Estimated date of arrival (EDA) and tour date.

(5) Type of security clearance required or investigation status.

d. NAVPERSCOM (PERS-831) will indicate the officer's security eligibility by return memorandum.

e. Any change in the information submitted to NAVPERSCOM (PERS-831) by memorandum must be corrected by memorandum to prevent the security clearance being **certified** in error.

f. Placement officers should include NAVPERSCOM (PERS-831) as an internal copy to addressee.

## MILPERSMAN 1301-218

### OFFICER SPECIAL ASSIGNMENTS - ASSIGNMENTS OUTSIDE THE DEPARTMENT OF DEFENSE (DOD)

<b>Responsible Office</b>	NAVPERSCOM (PERS-441)	Phone:	DSN	882-3974
			COM	(901) 874-3974
			FAX	882-2676

<b>References</b>	DODD 1000.17 of 24 Feb 97 DODD 5132.10 of 14 Dec 73 DODI 4000.19 of 9 Aug 95
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1. **Policy.** DODD 1000.17 establishes policy and assigns responsibility for the management and administration of military and civilian personnel supporting non-Department of Defense (DOD) agencies and activities.

a. DODD 5132.10 establishes policy and assigns responsibility for personnel assigned outside DOD involving individual foreign military sales funded by foreign governments and military assistance groups and missions.

b. Navy Personnel Command (NAVPERSCOM), Head, Washington Placement Branch (PERS-441) is responsible for coordinating the placement of officers in agencies outside DOD.

c. The use of DOD personnel to support non-DOD agencies and activities is rigorously controlled and all new positions are approved in writing by Office of the Assistant Secretary of Defense (MRA&L).

#### 2. **Selection of Officers**

a. Officers selected for assignment to duties outside DOD are to be screened carefully and must have exhibited performance of the highest quality. Members on their last tours prior to retirement will not normally be assigned outside DOD.

b. **Assignment of Department of Navy (DON) Personnel to Congressional Staffs.** Personnel will not be detailed or otherwise assigned to committees of Congress or to the personal

staffs of members of Congress unless such assignment is pursuant to an established congressional fellowship program.

(1) In the case of an assignment to perform duties for a specific duration in a specific project, the assignment must be approved in advance by the Navy Comptroller or Chief of Legislative Affairs, as appropriate, and Assistant Secretary of the Navy (M&RA).

(2) DON activities are not authorized to establish independent congressional fellowship programs.

### 3. Generating Orders

a. Except in unusual cases, orders for officer personnel assigned to non-DOD agencies and activities will contain reimbursable accounting data.

(1) The following wording will be added to the orders:

"Pay and allowances and cost of travel are originally chargeable to MPN (accounting data for travel (**reimbursable accounting data line**) and ultimately reimbursable from (**non-DOD agency, activity or foreign government case number**))."

(2) Reimbursement will be based on rates and procedures established in DODI 4000.19.

(3) Assistant Secretary of the Navy (M&RA) provides reimbursable accounting data guidelines for application by assignment and placement officers when ordering officers to certain non-DOD agencies and activities of foreign governments.

(4) The following PTEXTS will be included in the orders:

**P34025:** SELECTIVE SERVICE SYSTEM, STATE DEPARTMENT, U.S. COAST GUARD, ARMS CONTROL AND DISARMAMENT AGENCY, FEDERAL AVIATION AGENCY, MERCHANT MARINE ACADEMY, NATIONAL SCIENCE FOUNDATION (NAVY ANTARCTICA), NATIONAL AERONAUTICS AND SPACE ADMINISTRATION, DEPARTMENT OF ENERGY, MARITIME ADMINISTRATION, AND OTHERS.

**P34035:** NO-COST MOVE, USE INSTEAD OF P34025.

**P34038:** DEFENSE SECURITY ASSISTANCE AGENCY (USE ON ALL ORDERS TO MILITARY ASSISTANCE GROUPS AND MISSIONS).

**P34039:** ALL ORDERS TO FOREIGN MILITARY SALES FUNDED BILLETS. (NOTE: ALL ORDERS MUST DIRECT MEMBER TO REPORT FOR DUTY WITH FOREIGN MILITARY SALES OR TO DETACH FROM DUTY WITH FOREIGN MILITARY SALES.)

**P34040:** GOVERNMENT OF AUSTRALIA (FOREIGN MILITARY SALES CASE AT-\_\_\_\_\_).

**P34041:** GOVERNMENT OF KUWAIT (FOREIGN MILITARY SALES CASE DSAA-KU-\_\_\_\_\_).

**P34042:** GOVERNMENT OF SAUDI ARABIA (FOREIGN MILITARY SALES CASE SR-\_\_\_\_\_).

**P34043:** GOVERNMENT OF SPAIN (FOREIGN MILITARY SALES CASE SP-\_\_\_\_\_).

(5) Further assistance for application of reimbursable accounting data and the above PTEXTs is available from NAVPERSCOM (PERS-455D).

b. DOD instructions permit billing of standard incremental rates for incentive and special pay as well as standard rates for pay and allowances of naval personnel assigned to other government agencies.

(1) In order to determine the reimbursable charges, the disbursing office holding the member's pay record is required to submit a monthly letter report to NAVPERSCOM for each officer assigned to a reimbursable billet.

(2) All matters concerning reimbursables should be addressed to Assistant Secretary of the Navy (M&RA).

## MILPERSMAN 1301-219

### OFFICER SPECIAL ASSIGNMENTS - LIMITED DUTY OFFICER (LDO) AND CHIEF WARRANT OFFICER (CWO) ASSIGNMENTS

<b>Responsible Office</b>	CNO (N131)	Phone:	DSN	882-2303
			COM	(901) 874-2303
			FAX	882-1189

1. **Policy**. Limited Duty Officers (LDOs) and Chief Warrant Officers (CWOs) are accessed, promoted and continued to fill authorized LDO and CWO billets.

a. The assignment of an LDO or CWO to billets not designated 6XXX or 7XXX, respectively, will result in a gapped LDO or CWO billet.

b. When overriding circumstances dictate, LDOs and CWOs may be assigned to other billets; however, this practice is the exception rather than the rule.

2. **Diving, Salvage, and EOD**. LDO/CWO diving billets are coded with appropriate Naval Officer Billet Codes (NOBCs) and Additional Qualification Designators (AQDs).

a. CWOs qualified in the performance of duties above will be assigned to NOBC/AQD coded billets both at sea and ashore. Should the inventory of qualified CWOs exceed the number of available billets, excess officers may be assigned to billets identified for their technical specialties.

b. LDOs qualified in the performance of duties above will continue to be assigned to billets of their occupational specialties or specific AQD billets of their designators in accordance with the career pattern of the particular LDO community. EOD qualified LDOs will be assigned to billets outside the designator only as inventory allows.

2. **SEALs**. CWO/LDO SEAL billets are coded with appropriate NOBCs and AQDs.

a. CWO/LDO qualified SEALs will be assigned to NOBC/AQD coded SEAL billets both at sea and ashore and in accordance with the appropriate SEAL CWO and LDO career path.

3. **LDO Admin (6410)/CWO Ship's Clerk (7410) to Submarine Related 6410/7410 Billets**. The following applies to assignment of LDO (Admin) and CWO (Ship's Clerk) personnel, who were enlisted submarine qualified, to specific submarine related 6410/7410 billets and should be implemented as incumbents are transferred at their normal projected rotation date (PRD).

a. All LDO (Admin) and CWO (Ship's Clerk) personnel who were enlisted submarine qualified will be assigned to billets requiring 641X/741X personnel qualified in submarines (AQD SV1). Every effort will be made to adhere to the billet grade level.

b. All submarine squadron and submarine group billets requiring 641X/741X personnel qualified in submarines will be identified as sea duty for rotation/assignment purposes.

c. In the event the inventory of SV1 coded 6410/7410 officers exceeds the number of available SV1 coded 6410/7410 billets, the excess officers may be assigned to other 6410/7410 billets. However, 6410/7410 officers not coded as SV1 will not be assigned to SV1 coded 6410/7410 billets without specific waiver approval from NAVPERSCOM (PERS-41 and PERS-42).

3. **Aviation Shore Activity Ground Electronics Maintenance Officers**. Prospective Ground Electronics Maintenance Officers (designator 6180, 7180) ordered to aviation shore activities will proceed via the Prospective Electronics Material Officer (PEMO) Training Course if the officer has not previously attended this course.

## MILPERSMAN 1301-220

### OFFICER SPECIAL ASSIGNMENTS - ENGINEERING DUTY OFFICER (EDO)

<b>Responsible Office</b>	CNO	Phone:	DSN	882-2303
	(N131)		COM	(901) 874-2303
			FAX	882-1189

1. **Policy.** Because of the unique role of the Engineering Duty Officer (EDO) as a technical restricted line specialist for the design, acquisition and life cycle maintenance of ships and ship systems, combat weapon systems, communications, ship and shore command systems, and space warfare systems, special consideration must be given to career development of the individual EDO.

a. This career can be divided into two phases - basic and professional. During the basic phase, the officer obtains basic skills as a Naval officer and an engineer.

b. The professional phase, which constitutes the majority of an EDO career, emphasizes a single technical specialty and is the period during which the officer is a practicing professional EDO.

2. **EDO Basic Phase.** During this phase, an EDO will be assigned to allow maximum opportunity to complete the following career requirements:

a. **Sea Duty.** EDOs should serve at sea, preferably in a combatant ship, early in their careers. Normally, the first tour afloat will be accomplished as an Unrestricted Line (URL) officer. Officers obtaining an Engineering Degree (ED) option from Naval Reserve Officer Training Corps (NROTC) or United States Naval Academy (USNA) will be assigned to combatant sea tours upon commissioning.

b. **Graduate Education.** Assignment to postgraduate school is essential if the officer does not have a graduate degree before becoming an EDO.

c. **Engineering Duty Qualification Program (EDQP).** All new EDOs are required to complete the EDQP. Priority will be given

to first shore duty tour assignment (other than postgraduate school) of new EDOs to commands administering the EDQP.

3. **EDO Professional Phase.** Assignments will emphasize increased officer technical competence by:

a. Increasing experience in the technical specialty (ship and ship systems, combat/weapon systems, communications, ship and shore command systems, information systems and space warfare systems).

b. Increasing involvement in design, engineering, acquisition and life cycle management of systems.

4. **Special Qualifications.** Additional consideration must be given to officers possessing special qualifications to ensure maximum usage of that qualification. Officers who have qualified in submarines, either in the URL or EDO Dolphin programs, will be assigned primarily to billets at sea in submarine tenders and ashore in type commander staffs, research and development, design and acquisition, fleet maintenance and support of submarines.

## MILPERSMAN 1301-221

### OFFICER SPECIAL ASSIGNMENTS - TRAINING AND ADMINISTRATION OF THE RESERVES (TAR) UNRESTRICTED LINE (URL)

<b>Responsible Office</b>	NAVPERSCOM (PERS-4417)	Phone:	DSN	882-4102
			COM	(901) 874-4102
			FAX	882-2755

<b>References</b>	BUPERSINST 7040.7
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1. **Policy.** The Training and Administration of the Reserves (TAR) officer program is comprised primarily of warfare qualified and Special Duty Officers (SDO) (Fleet Support) who direct the training of the Naval Reserve in current fleet practices. To maintain a high level of operational experience in the program, TAR warfare officers in all grades follow a sea/shore rotation comparable to their USN contemporaries.

2. **Application Procedures**

a. **From active duty.** Applications will be submitted in accordance with MILPERSMAN 1001-020 to NAVPERSCOM via the chain of command. Regular and Reserve officers on active duty in the Unrestricted Line (URL), Restricted Line (RL) SDO (Intelligence) and, Supply Corps and Aeronautical Engineering Duty Officer (Aviation Maintenance) in the grade of lieutenant commander (LCDR) (with less than 3 years time in grade) and junior are eligible for selection for TAR designation.

b. **From inactive duty.** Applications will be submitted in accordance with MILPERSMAN 1320-150. Reserve officers on inactive duty in the URL, RL SDO (Intelligence) and (Fleet Support), Supply Corps, Aeronautical Engineering Duty Officer (Aviation Maintenance) and Canvasser Recruiter in the grade of LCDR and junior, whose date of rank will enable them to complete at least 2 years active duty prior to consideration for promotion to the next higher paygrade, are eligible for TAR designation.

3. **Eligibility.** Reserve officers on active and inactive duty in the URL, SDO Naval Intelligence, and Supply Corps in the grade of temporary LCDR and junior, who have completed or are within eighteen months of completing their initial active duty obligation, are eligible for selection for TAR designator. Canvasser Recruiters who have completed 2 years of recruiting duty are eligible to apply for selection to SDO Reserve Recruiter. Applicants must be able to complete 20 years of qualifying active duty service with in 24 years of commissioned service.

4. **Selection.** Applicants will be considered by a special TAR Selection Board, which meets semi-annually. Applicants will be considered for TAR designation based on age, education, previous active duty assignments and performance, Naval Reserve participation and assignability so that those selected will be in a position to compete on a career basis with their contemporaries.

5. **Change of designator.** The community manager is responsible for the submission of changes of designator to XXX7 upon acceptance by the applicant of TAR designation.

a. **For USN officers (XXX0),** an officer Appointment Acceptance and Oath of Office (A&O) will be effected upon acceptance to the TAR program. The Community Manager will submit changes of designator to XXX7 upon receipt of signed copy of A&O. For promotion and fitness report purposes, member is officially a TAR from the date of acceptance of reserve commission (i.e., signed reserve A&O).

b. **For active duty list USNR officers (XXX5),** the community manager will change designator to XXX7 upon receipt of acceptance to the TAR program. The date of the letter or message stating member accepts TAR designation is the effective date for promotion and fitness report purposes.

c. **For USNR officers (XXX5) not on the active duty list,** including, Selected Reserve, Canvasser Recruiter and Active Duty for Special Work officers, designator is changed to XXX7 upon execution of recall orders. Effective date for promotion and fitness report purposes is the date member reports for recall.

6. **Active Duty Obligation.** As the needs of the Navy require and except as provided for in MILPERSMAN 1321-100, the following

obligations are incurred which must be satisfied prior to resignation of reserve commission or release from active duty.

a. Officers recalled to active duty as a TAR incur an obligation to serve for a minimum of 3 years in a reserve program billet or other billet approved by the cognizant TAR assignment officer effective upon execution of recall orders.

b. Officers transferred to TAR from the active duty list incur an obligation to serve for a minimum for 2 years as a TAR officer in the reserve program billet or other billet approved by the cognizant TAR assignment officer.

#### 7. Initial Assignment Policy

a. The initial assignment policy for both TAR aviation and surface warfare qualified officers is:

(1) If, upon acceptance of the warfare qualified TAR designator (i.e., 1117, 1317, and 1327), the officer is operationally current in their present grade, assignment may be to Reserve Program Billets (RPBs) (e.g., Reserve Centers, Reserve Force Squadrons, REDCOM staffs). Initial assignment of TAR aviators who are operationally current in their present grades will be primarily within Reserve Force Squadrons.

(2) If the officer is not operationally current in their present grade, initial assignment will be to an operational tour in units (e.g., ships, squadrons, and fleet staffs).

b. TAR officers not warfare qualified but possessing designated subspecialties or significant experience in critical areas of financial, manpower, or information technology management will be assigned to either Reserve billets to best use their expertise.

#### 8. Travel Information

a. Commands receiving officer accessions and detaching officer personnel from permanent assignments are responsible for ensuring that all personnel executing permanent change of station (PCS) orders prepare travel information required by BUPERSINST 7040.7 and submit the completed travel information to:

Director, Navy Family Allowance Activity (PCSVAD)  
Anthony J. Celebrezze Federal Bldg.  
Cleveland, Ohio 44199-2088

b. Pay and allowances and cost of travel are chargeable to the Reserve Personnel, Navy Appropriation.

c. Per diem payments in support of Temporary Duty under Instruction (TEMDUINS) are properly chargeable to the Operations and Maintenance, Navy Appropriation.

d. Preparation of fiscal accounting data will be in accordance with BUPERSINST 7040.7.

## MILPERSMAN 1301-222

### OFFICER SPECIAL ASSIGNMENTS - SURFACE WARFARE OFFICER (SWO) DEPARTMENT HEAD AND DIVISION OFFICER ASSIGNMENTS TO AFLOAT BILLETS

<b>Responsible Office</b>	NAVPERSCOM (PERS-412)	Phone:	DSN	882-3913/14
			COM	(901) 874-3913/14
			FAX	882-2687

1. **Policy.** Assignment of Surface Warfare Officer (SWO) department heads and division officers to afloat billets will be per Exhibits 1 and 2 respectively. Exceptions to these sequencing plans will be approved by Navy Personnel Command (NAVPERSCOM), Surface Officer Distribution Division (PERS-41).

2. **Department Head Afloat Tours.** Assignment of single, first, and second tour department heads will be as prescribed in Exhibit 1.

3. **Division Officer Afloat Tours.** Typically, officers will be assigned to a 27-month initial division officer tour followed by an 18-month second division officer tour.

a. Exceptions will be considered for special circumstances such as pre-commissioning units and commands that decommission.

b. Assignment of division officers to second tour billets will be per Exhibit 2.

c. Specific billets to be filled by second tour officers will be based upon an individual command's Long Range Training and Requirement Plan (LORTARP) and the career progression needs of each individual officer.

## Exhibit 1

### DEPARTMENT HEAD SEQUENCING PLAN

Ship Class	First Tour	Second Tour
AGF	ENG *	OPS/1 <sup>ST</sup>
AOE-1	OPS/1 <sup>ST</sup> *	ENG *
CG-47	WCO **	OPS/CSO/ENG
DD963	CSO/OPS	ENG
DDG-51	OPS/WCO **/ENG	CSO
FFG-7	OPS/ENG/CSO	
LCC	ENG *	OPS/1 <sup>ST</sup>
LHA/D	MPA *	1 <sup>ST</sup> /CICO
LPD-4		OPS/ENG */1 <sup>ST</sup> *
LPD-17	OPS/CSO/1 <sup>ST</sup> *	ENG
LSD-36	OPS/ENG/1 <sup>ST</sup>	
LSD-41/49	OPS/ENG/1 <sup>ST</sup>	
MCM	ENG	XO
MHC	ENG	XO
PC		CO
DESRON		OPS/MTL/CSO/FPO
PHIBRON		OPS/MTL/FPO
PEB		XMR
<b>Notes:</b>		
* LDO billets.		
** WCO fleets up to CSO on same ship.		
<b>Abbreviations</b>		
OPS	Operations Officer	
CSO	Combat Systems Officer	
ENG	Engineer Officer	
WCO	Weapons Control Officer	
1 <sup>st</sup>	First Lieutenant	
FPO	Force Protection Officer	
MTL	Material Officer	
MPA	Main Propulsion Assistant	
CIC	Combat Information Center Officer	
XMR	Examiner	

## Exhibit 2

### DIVISION OFFICER SEQUENCING PLAN

CLASS/COMMAND	
Class/Command	Number of 2 <sup>nd</sup> Tour Div. Officers
SBU 22	9 (CONVERTING TO LDO BY FY 08)
SBU 12	8 (CONVERTING TO LDO BY FY 08)
APSPAC	5
APSLANT	7
PHIBRON	4 EA
MCMRON/DESRON	3 EA
MCMDIV 31	3
MCMDIV 11	2
ATG EQ2 PAC	2
APSRON	2
MPSRON	1 EA
MSF DETS	1 EA
COMPHIBGRU 1	1
<b>SHIPS</b>	
Ships	Number of 2 <sup>nd</sup> Tour Div. Officers
CG	5
DDG/DD/FFG/LPD/LSD/AOE	4 EA
LCC/LHA/LHD	3 EA
AGF/PC	2 EA
MCM/MHC/HSV	1 EA
CVN	8
CVN 65	6
CV 63	8
CV 67	7

## MILPERSMAN 1301-223

### OFFICER SPECIAL ASSIGNMENTS - NUCLEAR QUALIFIED SURFACE WARFARE OFFICERS (SWOs) TO CONVENTIONALLY POWERED SHIPS

<b>Responsible Office</b>	CNO (N131)	Phone:	DSN	225-2305
			COM	(703) 693-2305
			FAX	225-1189

1. Policy.

a. The Navy Nuclear Power Program requires the highest quality of officers. With the increasing requirement for nuclear trained surface warfare officers aboard aircraft carriers, the continued accession, retention and development of these officers in surface warfare dictate that they have every opportunity for service in the best surface combatants available.

b. Since they spend nearly all of their subspecialty tours in engineering billets, surface nuclear officers will be assigned to non-engineering billets on AEGIS ships or other conventionally powered combatants on a priority basis.

2. Assignment Procedures. The following policies are effective for assigning Surface Warfare Officers (SWOs) with nuclear training.

a. Junior officer assignment

(1) Officers ordered to conventionally powered ships will be assigned for 18-24 months in available non-engineering billets. Surface nuclear officers assigned to conventionally powered ships will also serve a nominal 24-month tour in a nuclear powered ship.

(2) Officers assigned to a single junior officer tour will serve a nominal 36-month tour in a nuclear powered ship.

b. Department head assignment

(1) Surface nuclear officers will normally be assigned to conventionally powered ships as Operations or Combat Systems

Officers prior to a 2 year second department head tour in a nuclear powered ship.

(2) Tour lengths for surface nuclear officers are 18 months unless assigned to CG/DDG WCO/CSO, in which case the tour length will be 24 months. The total tour length for surface nuclear officers is limited by the requirement to reestablish nuclear proficiency at specified intervals.

c. CO and XO assignment.

(1) Surface nuclear officers will be assigned to CO and XO billets as supported by their records.

(2) All SWO(N)s who are en route to an XO or XO (Special Mission) billet should be ordered to commander Nuclear Power Mobile Training Team (NPMTT) for one-month refresher training to re-establish nuclear proficiency. If timing does not allow for the training en route, or if the officer is transferring from a nuclear tour, training must be completed upon detaching from the XO tour.

d. Assignment of all surface nuclear officers must be approved by NAVPERSCOM (PERS-42).

## MILPERSMAN 1301-224

### OFFICER SPECIAL ASSIGNMENTS - PRISONER OF WAR (POW) REASSIGNMENTS

<b>Responsible Office</b>	CNO	Phone:	DSN	882-2303
	(N131)		COM	(901) 874-2303
			FAX	882-1189

1. **Policy**. Repatriated Prisoners of War (POWs) are, as a general rule, initially assigned to the duty of their choice provided they can perform a useful service in that area. Primary emphasis is on the individual's preference of duty assignment.

a. Repatriated POWs are not reassigned to units, which would expose them to recapture in the same area by the same country, or by nations sympathetic to that country, prior to cessation of hostilities with the capturing country.

2. **Assignment**

a. Assignment officers will monitor returnee assignments very closely and provide the necessary counseling for an early return to the established sea/shore career pattern.

b. Returnees who are not physically qualified or do not desire to return to a previous operational status should be counseled to whatever extent necessary to make them qualified and competitive for subspecialty career, if practical.

c. The following phrase will be added to the personnel (PRSN) screen of each repatriated POW's Officer Assignment Information System (OAIS) file:

"Ref: Geneva Convention Art 117 not to be assigned to combat or combat support billet without clearance."

## MILPERSMAN 1301-225

### OFFICER SPECIAL ASSIGNMENTS - LIMITED DUTY

<b>Responsible Office</b>	NAVPERSCOM (PERS-821)	Phone:	DSN	882-3229
			COM	(901) 874-3229
			FAX	882-2622

<b>References</b>	NAVMED P-117, Manual of the Medical Department (MANMED) EPMACINST 5000.3D, Transient Personnel Administration (TPA) Users' Manual SECNAVINST 1850.4E
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1. **Policy.** The assignment of officers approved for limited duty (LIMDU) is based on the recommendations of a medical board convened in accordance with NAVMED P-117.

a. Officers in this category are normally assigned to duty ashore by the assignment detailer, Navy Personnel Command (NAVPERSCOM). These assignments will be made in close proximity to a Navy medical facility where an officer is to receive follow-up care and reevaluation. These officers are disqualified for assignment to duty afloat or duty involving flying. Other specific duty assignment limitations/restrictions will be indicated in the approved medical board, or in the recommendation of Chief, Bureau of Medicine and Surgery (BUMED).

b. Upon expiration of the specified period of LIMDU, the officer is reevaluated by a medical board and recommended for an additional period of LIMDU, restored to full duty, or referred for review by the Physical Evaluation Board.

c. All periods of LIMDU recommended by a Medical Treatment Facility (MTF) for officer personnel must be approved by NAVPERSCOM (PERS-821) prior to assignment detailer issuing orders. Per NAVMED P-117, a completed medical board forwarded for departmental review is required in these cases.

2. **Definition.** "Limited duty" is defined as a temporary assignment ashore based on the recommendations of a medical board as distinguished from an officer of the line designated for LIMDU in a technical field (i.e., Limited Duty Officer (LDO)).

3. **Procedures.** Medical boards normally recommend LIMDU status for a definite period of time and require reexamination at a

later date (usually within 6 months). When approved, officers will be assigned to duty compatible with the physical limitations dictated in the medical board. All medical boards recommending LIMDU for officers will be forwarded to NAVPERSCOM (PERS-821) for final approval of LIMDU. Upon official notification of NAVPERSCOM (PERS-821) LIMDU authorization message, the member's assignment officer will issue the appropriate orders as follows:

a. **Member will remain at current shore duty station.** No permanent change of station (PCS) orders required. Upon receipt of the LIMDU authorization message by the servicing PERSUPP ACT (PSA)/PERSUPP DET (PSD), the appropriate Navy Standard Integrated Personnel System (NSIPS) action will be performed to change the officers ACC from 100 to 105. The projected rotation date (PRD) will not be adjusted for those assigned to a normal shore tour.

b. **Member will be detached from current duty station.** PCS orders will be issued by the assignment officer detaching the member from present duty station (ACC: 100 in most cases) and direct him/her to report to a new duty station ashore in a LIMDU status (ACC: 105). The member may be assigned against a valid billet, if available. Otherwise, assignment will be made to a 99990 BSC. Normal OAIS2 PCS order writing procedures may be followed. The officer's PRD will be the month/year the approved LIMDU period is to expire.

c. **Tracking System for LIMDU Officers.** When an officer is assigned to a LIMDU status, the servicing PSD/personnel office of the member will establish a tracking system for the officer. Tracking systems and status update reports required from PSDs/Personnel Offices are the same for officer and enlisted personnel, and are described in detail in EPMACINST 5000.3D.

d. **LIMDU Reevaluation.** Two months prior to the expiration of the LIMDU period, the officer will be reevaluated as specified by NAVMED P-117. Each component of the LIMDU reevaluation system (the officer, the officer's command/cognizant PSD and the cognizant medical facility) should assist in ensuring that the medical reevaluation is promptly completed and that the required reports are quickly processed.

(1) When the local medical board recommends the officer not be retained on active duty, the case shall be referred for a fitness determination by the Physical Evaluation Board (PEB). The officer will be notified and directed to state in writing whether he/she desires retention on active duty in less than a full duty status. In some cases, an officer may be permanently unfit for full duty in the Unrestricted Line (URL), but fit for full duty in the Restricted Line (RL) or Staff Corps.

(2) When officers retained on active duty in less than a full duty status become unable to perform their duties properly because of physical disability, they will be referred to a Naval hospital in CONUS for evaluation, treatment if indicated, and appropriate disposition. An officer will not be separated without processing by the PEB unless he/she recovers from the disability that resulted in the LIMDU status.

e. When an officer is reevaluated and either restored to full duty or separated, an Officer Availability Report is submitted by the servicing PSD/personnel office to make an officer available for reassignment or separation in accordance with MILPERSMAN 1301-010. Appropriate orders will be issued by the officer's assignment officer (reassignment) or NAVPERSCOM (PERS-8) (separation).

f. If the officer is recommended for additional periods of LIMDU, the case is forwarded to NAVPERSCOM (PERS-821) for departmental review. Upon officer notification, the member's projected rotation date (PRD) will be adjusted by the member's Detailer/Assignments Officer.

4. **Officers Declared Unfit for Continued Naval Service.** An officer declared unfit for continued naval service by the PEB may apply for retention on active duty in a permanent limited duty (PLD) status in accordance with SECNAVINST 1850.4E. Officers retained in a permanent LIMDU status will be placed in a LIMDU status in ACC 105 and their PRDs will be adjusted to the approved PLD date. The officer will remain in a LIMDU status until separated/retired from active duty.

## MILPERSMAN 1301-226

### OFFICER SPECIAL ASSIGNMENTS - TRAINING INSTRUCTOR DUTY

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

1. **Policy.** Officers assigned to training instructor billets (i.e. Broadened Opportunity for Officer Selection and Training (BOOST), Officer Candidate School (OCS), etc.) must be sent to instructor training (COI A-5K-1310) en route to their assignment. Only Officers with high potential for promotion will be assigned to instructor billets.

## MILPERSMAN 1301-227

### OFFICER SPECIAL ASSIGNMENTS - OFFICERS WITHOUT SECURITY CLEARANCES

<b>Responsible Office</b>	NAVPERSCOM (PERS-831)	Phone:	DSN	882-4899
			COM	(901) 874-4899
			FAX	882-2627

1. **Policy.** Officers who have had their clearance eligibility revoked or denied, or clearance revocation/denial actions are pending against, will not be transferred without approval of Navy Personnel Command (NAVPERSCOM) (PERS-831).

a. If clearance eligibility revocation/denial is upheld after all appeals, the officer may be processed for separation from the service by NAVPERSCOM (PERS-834).

## MILPERSMAN 1301-228

### OFFICER SPECIAL ASSIGNMENTS - OFFICERS NOT IN COMPLIANCE WITH PHYSICAL READINESS STANDARDS

<b>Responsible Office</b>	NAVPERSCOM (PERS-651F)	Phone:	DSN	882-4242
			COM	(901) 874-4242
			FAX	882-6831

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<b>References</b>	OPNAVINST 6110.1G
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1. **Policy**. OPNAVINST 6110.1G describes the administrative action to be taken for members who are in non-compliance with physical readiness standards.

a. Failure of physical fitness assessment's (PFA's) will not limit assignments except when a member cannot obligate for the minimum sufficient obligated service to complete the proposed assignment.

b. Officers who are out of body fat standards may permanent change of station (PCS) transfer; however, assignment to some designated duties (e.g., instructor, recruiter, etc.) will continue to be restricted to members who are within standards at time of transfer.

## MILPERSMAN 1301-229

### OFFICER SPECIAL ASSIGNMENTS - NAVAL INSPECTOR GENERAL ASSIGNMENTS TO STAFFS OF MAJOR COMMANDS

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

1. **Policy.** Placement officers for those commands listed in Exhibit 1 will provide the Navy Inspector General (NAVINSGEN) an Officer Data Card (ODC) for prospective nominees for IG positions.

a. NAVINSGEN will then conduct a check of their investigative files and systems of records.

b. NAVINSGEN has the authority to disapprove any prospective Command IG candidate regardless of the reason.

## EXHIBIT 1

### LIST OF MAJOR COMMANDS THAT REQUIRE NAVINSGEN SCREENING FOR NAVAL INSPECTOR GENERAL

AUDITOR GENERAL OF THE NAVY  
CHIEF OF NAVAL RESEARCH  
JUDGE ADVOCATE GENERAL OF THE NAVY  
SUPERINTENDENT, UNITED STATES NAVAL ACADEMY  
COMMANDANT, NAVAL DISTRICT WASHINGTON  
DIRECTOR, OFFICE OF CIVILIAN PERSONNEL MANAGEMENT  
DIRECTOR, NAVAL CRIMINAL INVESTIGATIVE SERVICE  
DIRECTOR, STRATEGIC SYSTEMS PROGRAMS  
COMMANDER, U.S. ATLANTIC FLEET  
COMMANDER, U.S. PACIFIC FLEET  
COMMANDER, U.S. NAVAL FORCES EUROPE  
COMMANDER, U.S. NAVAL FORCES CENTRAL COMMAND  
COMMANDER, NAVAL SPECIAL WARFARE COMMAND  
COMMANDER, NAVAL RESERVE FORCE  
COMMANDER, NAVAL AIR SYSTEMS COMMAND  
COMMANDER, FLEET FORCES COMMAND  
CHIEF, NAVAL EDUCATION TRAINING COMMAND  
COMMANDER, NAVAL FACILITIES ENGINEERING COMMAND  
COMMANDER, NAVAL INTELLIGENCE COMMAND  
COMMANDER, NAVAL LEGAL SERVICE COMMAND  
COMMANDER, NAVAL OCEANOGRAPHY COMMAND  
COMMANDER, NAVAL SEA SYSTEMS COMMAND  
COMMANDER, NAVAL SECURITY GROUP COMMAND  
COMMANDER, NAVAL SUPPLY SYSTEMS COMMAND  
CHIEF, BUREAU OF MEDICINE AND SURGERY  
CHIEF, BUREAU OF NAVAL PERSONNEL  
COMMANDER, MILITARY SEALIFT COMMAND  
COMMANDER, SPACE AND NAVAL WARFARE SYSTEMS COMMAND

**MILPERSMAN 1301-230**  
**OFFICER SPECIAL ASSIGNMENTS - REASSIGNMENT OF**  
**DISABLED OFFICERS**

<b>Responsible Office</b>	NAVPERSCOM	Phone:	DSN	882-3229
	(PERS-821)		COM	(901) 874-3229
			FAX	882-2622

1. **Policy**

a. Officers who are amputees, have unilateral blindness, or suffer other disabling injuries may be considered for continuation of active duty **even though unfit** because of physical disability.

b. They can still serve with appropriate assignment limitations. The phrase "serve with appropriate assignment limitations" means an assignment limitation based on the specific impairment involved (i.e., members may be assigned to any duty, except flying, which they are physically capable of performing).

2. **Guidelines**

a. The following guidelines are used in evaluating disabled members who may desire to remain on active duty:

(1) **Amputees.** A member who has suffered a loss of any extremity and cannot be fitted with a functional prosthetic device shall not be considered for retention. A member who has suffered the loss of an extremity and been fitted with a functional prosthetic device may be considered for retention on active duty not involving flying.

(2) **Unilateral Blindness.** Members shall not be considered for retention when they have lost the use of a previously healthy eye by reason of trauma and there are other residual eye disabilities requiring frequent medical care or hospitalization. In those cases where there are no other residual eye disabilities, members may be considered for retention on active duty not involving flying.

(3) **Other Disabling Injuries.** Members unfit because of physical disability involving disabling injuries to other organs

and parts of the body, can still serve with appropriate assignment limitations. The same criteria for retention on active duty are applied as in para. 1b above.

b. Members will not be continued on active duty solely to increase benefits, nor will they be continued unless their employment is justified as being of value to the service.

(1) A member continued under this policy will be reevaluated periodically to assure that further continuance or separation is uniform with the best interest of the government and the member.

(2) Unless the disqualifying condition has progressed to the point where the member becomes unable to serve with appropriate assignment limitations, the member will remain liable to complete any service obligation incurred.

c. Navy Personnel Command (NAVPERSCOM) will consider each case on an individual basis and the final decision will be based upon the circumstances and the needs of the service.

(1) No specific years of service will be required to qualify and members will not be excluded from consideration for continuation solely because they are young or inexperienced.

(2) Requests will be processed by assignment officers, and members who are considered qualified under this policy will be recommended for retention to Secretary of the Navy (SECNAV).

## MILPERSMAN 1301-231

### ASSIGNMENT OF PERSONNEL WITH HUMAN IMMUNODEFICIENCY VIRUS (HIV)

<b>Responsible Office</b>	CNO (N130G1)	Phone:	DSN	225-2974
			COM	(703) 695-2974
			FAX	(703) 614-9474

<b>References</b>	SECNAVINST 5300.30C SECNAVINST 1850.4E SECNAVINST 5211.5D
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1. **Policy.** Human Immunodeficiency Virus (HIV) positive personnel are prevented from permanent assignment overseas or assignment to deployable units.

a. Per SECNAVINST 5300.30C, the Navy retains only those HIV positive personnel who have been determined by competent medical authorities as "fit for duty."

b. Individuals who are considered "unfit" for duty will be processed through the Disability Evaluation System (DES) under SECNAVINST 1850.4E.

c. Assignment procedures for HIV positive personnel are governed by SECNAVINST 5300.30C. The procedures outlined herein ensure HIV positive personnel fill valid billets to the maximum extent feasible, as well as protect the individual's confidentiality.

d. HIV positive personnel may elect voluntary separation under the guidelines outlined in SECNAVINST 5300.30C.

2. **Confidentiality.** The confidentiality of personnel who test positive for HIV is absolutely essential.

a. All correspondence regarding HIV positive personnel, which contains names and/or social security numbers, will be hand carried through the chop chain and marked "SENSITIVE - FOR OFFICIAL USE ONLY."

b. Discussions regarding HIV positive personnel will be limited to the HIV positive member and personnel within Chief of Naval Operations (CNO) and Navy Personnel Command (NAVPERSCOM) that have identified a "need to know" in order to perform their

duty (e.g., CNO (N-1300) personnel, NAVPERSCOM (PERS-4) personnel). Strict compliance with the provisions of the Privacy Act is required in per SECNAVINST 5211.5D.

3. **Assignment Guidelines.** HIV positive members who are found "fit for duty" should be assigned to large continental United States (CONUS) shore facilities within 300 miles (or 1 day's travel) of one of the following Navy Medical Treatment Facilities:

NNMC Bethesda	NAVHOSP Portsmouth	NAVHOSP San Diego
NAVHOSP Long Beach	NAVHOSP Camp Pendleton	NAVHOSP Bremerton
NAVHOSP Orlando	NAVHOSP Camp Lejeune	NAVHOSP Great Lakes
NAVHOSP Charleston	NAVHOSP Corpus Christi	NAVHOSP Groton
NAVHOSP Millington	NAVHOSP Jacksonville	NAVHOSP Beaufort
NAVHOSP Oakland	NAVCLINIC Philadelphia	NAVHOSP Pensacola
NAVHOSP Newport		

4. **Blanket Restrictions.** Blanket restrictions cannot be imposed on HIV positive personnel. Any duty restrictions must be made on a case basis.

a. Proposed policy restrictions as a group must be coordinated with CNO (N-13) per SECNAVINST 5300.30C, and provided to Secretary of the Navy (SECNAV) 30 days prior to implementation.

b. HIV positive personnel shall **not** be assigned to the following unit identification codes (UICs) due to possible worldwide deployability:

- (1) UIC 44939
- (2) UIC 46662
- (3) UIC 52839
- (4) all DMEDS units

5. **Assignment Procedures.** CNO, Head, Compensation and Policy Coordination Division (N-1300) will coordinate policy and assignment for all HIV positive Navy personnel. HIV positive members may **not** be assigned or reassigned without CNO (N-1300) approval.

a. Based on fitness for duty information provided by Bureau of Medicine and Surgery (BUMED) (MED-3B412), CNO (N-1300) will hand carry to assignment officers a memorandum which will serve

as the availability that the member is fit for duty and ready for assignment.

(1) Orders will be written in per the procedures outlined in the memorandum.

(2) These memoranda will only be provided for personnel who have been diagnosed as HIV positive for the first time.

(3) In the case of personnel who have already been identified as HIV positive, issued orders, and are now approaching their projected rotation date (PRD), the assignment officer is responsible for liaison with CNO (N-1300).

b. The assignment officer has 3 working days to make an assignment and write orders or make PRD adjustments, as appropriate.

(1) For initial assignments, assignment officers will notify CNO (N-1300) of an HIV positive assignment action by return endorsement of the availability memorandum.

(2) Assignments will take into consideration the billets authorized (BA) at the command.

(3) CNO (N-1300) maintains a comprehensive list of HIV positive personnel and will compare the BA with the number of HIV positive personnel already assigned to a command.

(4) CNO (N-1300) will disapprove an assignment if the number of HIV positive personnel assigned to a command exceeds 5 percent of the command's total BA.

(5) Assignment officers will consider reassignments if HIV positive personnel have been at a particular command in excess of 5 years due to the possibility of breaches of confidentiality.

(6) Questions regarding assignments should be referred to CNO (N-130D03C).

c. Officers will have their PRDs set in per normal pipeline requirements.

## 6. Administrative Support and Reporting Requirements

a. CNO (N-130D03C) will establish and maintain off-line records to track HIV positive personnel assignments, provide

routine status reports to higher authority, and respond to ad hoc inquiries regarding HIV policies.

(1) CNO (N-130D03C) will notify commanding officers of assignment of HIV positive personnel via "Personal for" correspondence.

(2) Command inquiries regarding HIV positive personnel should be referred to CNO (N-1300) for coordination of response.

b. NAVPERSCOM (PERS-455D) will provide query support from the Officer Master Record (OMR) and associated systems, as needed, and provide CNO (N-130D03C) with an OMR data extract of requested record fields. This data will be downloaded to floppy disk in System Delimited Format (SDF) during the last week of each month for HIV database verification and reports generation.

c. NAVPERSCOM (PERS-4) divisions will assist CNO (N-1300), as required, to fulfill the requirements of the HIV Program in compliance with established policy, as set forth by CNO (N-13).

## MILPERSMAN 1301-400

### IN-SERVICE PROCUREMENT PROGRAMS

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

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<b>References</b>	OPNAVINST 1420.1 SECNAVINST 1500.8A
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#### 1. Limited Duty Officer/Warrant Officer Programs

a. Procedures for requesting appointment in the U.S. Navy or Naval Reserve as a limited duty officer (LDO) or chief warrant officer (CWO) are contained in OPNAVINST 1420.1 and an annual NAVADMIN announcing application deadline dates.

b. Eligibility requirements contained therein are specified by Secretarial Regulations. Active duty LDOs and CWOs are selected by the In-service Procurement Board that meets annually. Inactive duty LDOs and CWOs are selected by separate In-Service Procurement Board that meets annually.

c. In-Service Procurement Board results are published by NAVADMIN. Individual notification is not made. Candidates selected for appointment are normally appointed by increments commencing **1 October** following the board. CWOs are appointed as permanent officers. LDO ensigns (active duty) are appointed as temporary officers with permanent enlisted status. CWOs (active duty) appointed to LDO Lieutenant Junior Grade (LTJG) will receive permanent appointment to LDO.

d. Upon selection, Navy Personnel Command (NAVPERSCOM), Selection Board Technical Support Branch (PERS-801G) submits appropriate changes to the enlisted master file to flag the candidate as a selectee to facilitate removal of the appointee from the enlisted files and creation of an officer master record.

e. All newly appointed LDOs and CWOs are ordered to duty via Naval Aviation Schools Command (NAVAVSCOLSCOM), Pensacola, FL for indoctrination training. Exceptions are made

only on rare occasions for some LDO and CWO appointees selected for staff corps designators who receive separate indoctrination training, Naval Reactors Field Office Representative selectees, or those officers required for immediate assignment to duty. The spirit and intent is that all LDOs and CWOs attend this orientation training upon commissioning.

2. **Medical Service Corps**

a. Procedures for requesting appointment in the Medical Service Corps are contained in OPNAVINST 1420.1 and an annual NAVADMIN announcing application deadline date.

b. Naval Medical Education Training Command (NMETC) receives applications and checks them for eligibility requirements. The selection board is convened annually during the **October/November** time frame. Results are published by NAVADMIN.

3. **Medical Enlisted Commissioning Program**

a. Eligibility requirements and application procedures for requesting appointment to commissioned status in the Nurse Corps, U.S. Naval Reserve are contained in OPNAVINST 1420.1 and an annual NAVADMIN announcing application deadline date.

b. Applications are sent to NMETC. The selection board convenes annually during the **December** time frame. Results are published by NAVADMIN.

4. **Uniformed Services University of the Health Sciences (USUHS)**

a. Procedures for requesting admission to the School of Medicine, Uniformed Services University of the Health Sciences are contained in SECNAVINST 1500.8A.

b. NAVPERSCOM (PERS-801G) coordinates with the appropriate assignment officer in granting applicants permission to apply. Subsequent to approval of USUHS board results, NAVPERSCOM, Enlisted Separations Branch (PERS-832) grants conditional releases for active duty applicants. Selectees must be made available to NAVPERSCOM, Medical Assignment/Placement Branch (PERS-4415) in time to meet the class convening date in **July**.

5. **Seaman to Admiral - 21 (STA-21)**

a. Eligibility requirements and application procedures for requesting selection to, and subsequent commissioning as a result of completing, STA-21 are contained in OPNAVINST 1420.1. Supplemental criteria, procedures, and application deadlines are published annually by NAVADMIN. Program information can be found at <https://www.sta-21.navy.mil/>.

b. The selection board meets annually. Results are announced by NAVADMIN.

## MILPERSMAN 1301-500

### CONSIDERATION OF ACCESSIONS, INTERSERVICE TRANSFERS, AND RECALLS FOR ACTIVE DUTY PROMOTION SELECTION BOARDS

<b>Responsible Office</b>	CNO (N131D)	Phone:	DSN	223-2325
			COM	(703) 693-2325
			FAX	(703) 614-1189

<b>References</b>	SECNAVINST 1420.1A SECNAVINST 1427.2B DODD 1300.4 of 15 Nov 96
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#### 1. Policy

a. The following members are placed on active duty precedence lists under provisions contained in MILPERSMAN 1320-150, SECNAVINST 1420.1A, SECNAVINST 1427.2B, and DODD 1300.4:

(1) Staff corps appointees (e.g., Medical Corps, Dental Corps, Medical Service Corps, Nurse Corps, Judge Advocate General (JAG) Corps, Chaplain Corps) ordered to active duty with constructive time.

(2) Officers who have transferred into the Navy from other military services.

(3) Officers recalled to active duty.

b. Placement on the active duty precedence list may often result in eligibility for consideration of these officers for promotion, in zone or above zone, by an active duty promotion selection board within 1 year of entering active duty. Although the Navy's goal is to ensure a uniform and equitable determination of seniority within the officer communities, precedence and promotion eligibility zones may not always be in the best interest of individual officers.

c. Officers in the Navy who are on active duty as a result of recall or interservice transfer, and officers who receive appointments in various staff corps which offer constructive

time and commissions above the rank of ensign, are afforded the opportunity to serve in their present rank for a period of at least 1 year prior to being eligible for consideration for promotion.

d. Assignment officers are responsible for ensuring **PTEXT 77035** (statement concerning deferment option) is included in all orders for officers who fall within this category.

## MILPERSMAN 1301-600

### VOLUNTARY AND INVOLUNTARY RECALL/MOBILIZATION OF NAVY'S RESERVE COMPONENT (RC) PERSONNEL

<b>Responsible Office</b>	NAVPERSCOM (PERS-9)	Phone:	DSN	882-4517
			COM	(901) 874-4517
			FAX	882-2910

<b>References</b>	DODD 1215.6 of 14 Mar 1997 10 U.S.C. 12301(a) OPNAVINST 1001.20B OPNAVINST 3060.7A SECNAVINST 1811.4E SECNAVINST 1001.33C SECNAVINST 1300.14B SECNAVINST 3060.2 OPNAVINST 1001.24 JP 4-05, Joint Doctrine for Mobilization Planning
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1. **Policy**. This article provides an overview of legal references and policy or procedural references which should be consulted for the specific details associated with a given type of recall or mobilization at any given time. That detail may change with time and circumstance.

2. **Background**. The Navy's Reserve Component (RC) is composed of various groups of Reserve and Regular personnel as established by law and Department of Defense (DOD) guidance.

a. In peacetime, as well as in times of crisis or national emergency, units and members within these groups may be called to active duty to augment the Active Component (AC) in fulfilling its mission requirements.

b. Each RC member is subject to the recall/mobilization obligations of the group to which assigned based upon member's assignment at the time a recall or mobilization is declared.

3. **Categories**. RC recall to active duty and order-writing fall into two general categories, which need to be understood when considering the recall or mobilization of RC members per DODD 1215.6.

a. **Training-type orders.** These orders are divided into two subordinate categories.

(1) Inactive Duty Training orders (including regularly scheduled training periods, additional training periods, equivalent training periods, and muster duty).

(2) Active Duty for Training (ADT) (including annual training (AT). Initial Active Duty Training (IADT) and Other Training Duty (ODT).

(a) These type orders are used in peacetime to assign and train RC members.

(b) The majority of these orders are written by Commander, Naval Reserve Force (COMNAVRESFOR) or a designated subordinate to organize the drilling members of the RC into units or individual assignments and to train them.

(c) Commanding Officer, Naval Reserve Personnel Center (NAVRESPERSCEN) New Orleans, LA (a field activity of NAVPERSCOM) also issues these type orders to support training objectives for RC members who assigned under his purview, do not drill regularly, and are not managed in peacetime by COMNAVRESFOR.

b. **Active Duty other than for Training-type (ADOT) orders.** ADOT orders are used to recall or mobilize RC members to active duty under a legal authority to one of various types of active duty.

(1) Understanding these authorities and ADOT-types of orders and their uses is the principal purpose of this article.

(2) Included in ADOT orders are the following:

(a) Active Duty for Special Work (ADSW).

(b) Active Guard and Reserve (AGR) (within Navy, TAR) duty.

(c) Involuntary Active Duty under 10 U.S.C. 12301, 12302/12304.

(3) These orders are always issued by Navy Personnel Command (NAVPERSCOM) or a designated subordinate to authorize the recall or mobilization of RC personnel.

(4) Recall differs from mobilization in that it may be either voluntary or involuntary and does not require a declaration of national emergency by the President or Congress.

(5) The primary voluntary and involuntary ADOT orders used by Navy for members of the RC are as follows:

(a) Voluntary recall for ADSW or One Year Recall (OYR) programs per 10 U.S.C. 12301(d) authority. See OPNAVINST 1001.20B for further guidance.

(b) Voluntary recall for Three Year Recall (3YR) program under 10 U.S.C. 12301(d) authority. See MILPERSMAN 1132-010 for further guidance.

(c) Voluntary Officer General Assignment Recall. See MILPERSMAN 1320-150 for further guidance.

(d) Enlisted General Assignment Recall. See MILPERSMAN 1306-1400 for further guidance.

(e) Enlisted TAR Recall. See MILPERSMAN 1306-1500 for further guidance.

(f) Voluntary recall for medical treatment, studies, or evaluation under 10 U.S.C. 12301(h) authority. See OPNAVINST 3060.7A for further guidance.

(g) Voluntary recall/retention of retired members to/on active duty under 10 U.S.C. 688 authority. See SECNAVINST 1811.4E for further guidance.

(h) Involuntary recall of Selected Reserve (SELRES) and certain members of the Individual Ready Reserve (IRR) for Presidential Reserve Callup (PRC) under 10 U.S.C. 12304 authority. See OPNAVINST 3060.7A for further guidance.

1. Condition: When the President determines it is necessary to augment the AC for an operational mission.

2. Limits: Up to 200,000 members from all services at one time of which not more than 30,000 may be IRR.

3. Duration: Up to 270 days per individual.

(i) Involuntary mobilization of any RC member determined to be in a captive status under 10 U.S.C. 12301(g) authority. Applies to any RC member determined to be in subject

status, regardless of initial recall/mobilization status. See OPNAVINST 3060.7A for further guidance.

(j) Involuntary mobilization for Partial Mobilization of the Ready Reserve (SELRES and IRR combined) under 10 U.S.C. 12302 authority. See OPNAVINST 3060.7A for further guidance.

1. Condition: Declaration of a national emergency by the President.

2. Limits: Up to 1,000,000 Ready Reserve members from all services at one time.

3. Duration: A maximum period of 24 months of active duty for each member. Does not have to be continuous.

(k) Involuntary mobilization for Full Mobilization of the RC (all categories, including Fleet Reserve and Retired USN/USNR) under 10 U.S.C. 12301(a) authority. See OPNAVINST 3060.7A for further guidance.

1. Condition: Declaration of a national emergency by Congress.

2. Limits: None. All units and individuals of the RC regardless of category.

3. Duration: Duration of the conflict plus 6 months.

4. **Additional Resources**. The following instructions are related to RC recall and mobilization information above and may provide additional assistance for specific situations, when required.

a. SECNAVINST 1001.33C, Uniform Training and Retirement Categories for the Department of the Navy Reserve Components.

b. SECNAVINST 1300.14B, Management and Mobilization of Retired Military Members).

c. SECNAVINST 3060.2, Accessing, Activation, Mobilization and Demobilization of the Ready Reserve.

d. OPNAVINST 1001.24, Navy Individual Augmentation Policy and Procedures.

e. JP 4-05, Joint Doctrine for Mobilization Planning.

## MILPERSMAN 1301-700

### ACQUISITION PROFESSIONAL

<b>Responsible Office</b>	NAVPERSCOM (PERS-447)	Phone:	DSN	882-4108
			COM	(901) 874-4108
			FAX	882-2632

<b>References</b>	NAVPERS 15839I, Manual of Navy Officer Manpower and Personnel Classifications SECNAVINST 5300.36 10 U.S.C.
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1. **Policy.** The acquisition workforce includes all military members who encumber acquisition-coded billets, who have acquisition additional qualification designators (AQDs), or who are members of the acquisition professional community. The more junior (lieutenant commander (LCDR) and below) workforce billets are important experience builders for Navy's future acquisition professionals.

a. Overall career management of the Navy's acquisition workforce, **both military and civilian**, is the responsibility of Director, Acquisition Career Management (DACM) on the Assistant Secretary of the Navy (ASN (RD&A)) staff.

b. Certain aspects of an acquisition officer's assignment may require DACM approval, such as waivers to leave a critical position prior to completion of tenure. Among other things, the DACM's office administers a centralized acquisition training and education program and maintains a management information system to support the acquisition workforce.

c. Navy Personnel Command (NAVPERSCOM), Professional Acquisition Workforce Management Branch (PERS-447) is the point of contact for acquisition workforce and acquisition professional issues.

### 2. Assignment of Officers to Acquisition Billets

a. All acquisition billets are identified by a billet additional qualification designator (BAQD) (either primary or secondary) which starts with the letter "A;" the second digit of the BAQD denotes the acquisition career field of the billet, and the third digit indicates whether the billet is "critical" or not. These BAQDs are defined in NAVPERS 15839I.

b. Assignment of officers to non-critical acquisition positions is conducted using the normal order writing process.

c. Assignment to critical positions is closely controlled. There are statutory restrictions imposed by the Defense Acquisition Workforce Improvement Act (DAWIA) on critical billets.

d. NAVPERSCOM (PERS-447) chops all orders to and from acquisition billets to ensure statutory and regulatory acquisition requirements are met.

### 3. Acquisition Certification and Training

a. **Certification process.** All acquisition billets require certification within 18 months of reporting.

(1) The **billet rank** determines the level and the second letter of the **BAQD** indicates the career field.

(2) Certification requires the officer meet certain training, education, and experience minimums for the specific billet occupied.

(3) Once those requirements are met, a certification request is submitted to designated personnel at the officer's command for approval.

(4) Once approved, a copy of the letter is sent to NAVPERSCOM for assignment of the appropriate personnel AQD.

b. **Training.** Acquisition training course quotas are controlled by the systems commands and NAVPERSCOM (PERS-447).

(1) Permanent change of station (PCS) en route training is coordinated by the placement officer working with the gaining command.

(2) Other questions concerning acquisition training (tuition assistance, per diem, etc.) should be directed to the DACM.

4. Acquisition Professional Community (APC). The APC consists of officers with certain minimum levels of acquisition experience, education, and training selected from the Unrestricted Line (URL), Engineering Duty (ED), Aerospace Engineering/Maintenance Duty (AED/AMD), Civil Engineer Corps

(CEC), and Supply Corps (SC). A small number of qualified officers from other communities may also become members of the APC.

a. APC members are assigned a wide variety of the more senior (O-5 and above) billets ashore dealing with the entire life cycle of the acquisition process, from research and development to disposal considerations. Membership in the APC is voluntary.

b. The purpose of the APC is to develop a solid core of professional officers (and civilians) who are well versed in the acquisition process; this community is then carefully tracked in the areas of career management, individual assignments and qualifications, and promotion rates. Data regarding these facets of the APC is regularly provided to the Office of the Secretary of Defense (OSD) and Congress by the Navy's DACM.

c. The Navy military officer portion of the APC is sponsored by NAVPERSCOM (PERS-447). A semi-annual administrative board selects officers for the APC, resulting in the assignment of an AQD of **APM**. **The APM AQD is the sole indicator that an officer is a member of the APC.**

d. There are nearly 900 critical acquisition billets spread among the communities listed above.

(1) To fill one of these billets, an officer must be a commander (CDR (sel)) or senior and be a member of the APC prior to assignment.

(2) Waivers must be submitted to NAVPERSCOM (PERS-447) for DACM approval.

5. **Unrestricted Line (URL) Officer Acquisition Policy.** URL officers, in general, are not selected for the APC until screened for commander command.

a. Prior to being screened for commander command, an officer interested in acquisition should treat it as a subspecialty and should take acquisition assignments when non-community tours are possible.

b. With few exceptions, URL APC members must remain in acquisition positions after commander command to gain the necessary experience to be competitive for major programs and flag promotion. For this reason, **NAVPERSCOM, Distribution**

Department (PERS-4) must approve orders for post-command URL APC officers to non-acquisition billets.

c. APC officers are **exempt from completing joint duty** requirements as a prerequisite for flag selection through the science and technology waiver.

6. **Flag Officer Assignment**. In general, flag acquisition positions require 10 years of acquisition experience, which must include 4 in a critical billet.

a. Additional restrictions apply to specific positions such as program executive officers.

b. SECNAVINST 5300.36 implements DOD DAWIA policy concerning 10 U.S.C. restrictions on acquisition flag billets.

## MILPERSMAN 1301-800

### COMMAND POLICIES AND PROCEDURES - OVERVIEW

<b>Responsible Office</b>	CNO (N131)	Phone:	DSN COM FAX	223-2303 (703) 693-2303 223-1189
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<b>References</b>	United States Navy Regulations (1990) NAVPERS 15839I, Manual of Navy Officer Manpower and Personnel Classifications, Volume I, Major Code Structures, and Volume II, The Officer Data Card
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#### 1. Policy

a. **Command.** As delineated in chapters 8 and 9 of Navy Regulations, billets designated as command are those identified by the following Navy Officer Billet Classification (NOBC) codes listed in NAVPERS 15839I, volume 1:

Billet	Classification Code
* CO Afloat	9233, 9234, 9235, 9236
CO Afloat	9222
* Squadron CO	8670
* CDR, Operating Forces Command	9005, 9006
CO, Special Warfare Team	9290
CO, Naval Construction Forces	4305
* CO, Naval Shore Activity	9422
** CDR/CO Shore Activity	9421
** MSC Commander	9950
** CO, MSC Office	9470
* Area Commander	9009
** Professor of Naval Science	3277
Naval Engineering Research Project Officer	7959

b. **Command Equivalent.** Additionally, in some contexts, the following are considered command equivalents, even though these activities do not fit the Navy Regulations description of command:

Billet	Classification Code
* Designated Project Manager	2160
* Major Project Manager	2161
* Naval Attaché	9635

c. **Screened Command.** A command to which only an officer selected by an appropriate command selection board may be assigned. In the context of command definitions, "screened" means "selected," not "looked at" for command.

(1) Officers screened for commander (CDR) command will be notified by official correspondence signed by Navy Personnel Command (NAVPERSCOM), Distribution Department (PERS-4).

(2) Officers screened for captain (CAPT) command will be notified by official correspondence signed by Commander, Navy Personnel Command (COMNAVPERSCOM).

(3) Those commands listed above with the single asterisk (\*) are screened commands.

(4) The double asterisk (\*\*) above identifies screened commands for fleet support officers (1100) at the CDR level.

(5) Types of screened commands include the following:

(a) **Major Command** - The first screened command to which a CAPT is assigned. May be either afloat or ashore.

(b) **Second Command in Grade** - The second screened command to which an officer of any rank is assigned. Examples are command of a fleet readiness squadron (FRS) or carrier air wing.

(c) **Sequential Command** - A second screened sea command for a CAPT, for which a previous CAPT grade sea command is a prerequisite. An example is command of an amphibious squadron.

(d) **Post Major Command** - An Unrestricted Line (URL) CAPT grade command for which a completed successful major command is a prerequisite.

(e) **Major Shore Command** - A URL CAPT grade screened shore command.

d. **Unscreened Command.** Any command to which officers who have not been screened for command may be assigned; however, officers screened for command will be assigned as commanding officers (COs) of these commands in preference to non-command screened officers. These commands are primarily ashore.

e. **Command Opportunity.** The average opportunity for any officer to have at least one screened command in grade. It is obtained by dividing the average number of screened commands available per year by the average year group size. Tour length will affect command opportunity.

f. **Command Screen Code.** A five-character alphanumeric code, which gives an officer's status in command selection. Exact meaning of each element can be found in NAVPERS 15839I, volume II.

g. Other MILPERSMAN articles pertaining to command policies and procedures are as follows:

Topic	See MILPERSMAN
Command Policies and Procedures - Specific Policies Related to Command	1301-802
Command Policies and Procedures - Command Screen by Rank/Designator	1301-804
Command Policies and Procedures - Major Shore Command	1301-806
Command Policies and Procedures - Acquisition Professional (AP) Major Assignments	1301-808
Command Policies and Procedures - Command of Major Laboratories	1301-810
Command Policies and Procedures - Commanding Officer (CO) of Naval Reserve Centers (NAVRESCENS)	1301-812
Command Policies and Procedures - CO/OIC or Personnel Support Activity (PSA)/Personnel Support Detachment (PURSUPP DET) and Director of Military Pay	1301-814
Command Policies and Procedures - Navy Recruiting District Executive Officer (XO) to Commanding Officer (CO) Fleet Up Policy	1301-816
Command Policies and Procedures - Procedures for Officers not Desiring Orders to Command	1301-818
Command Policies and Procedures - Command - Executive Officer (XO) Assignment Coordination	1301-820
Command Policies and Procedures - Prospective Commanding Officer (PCO)/Prospective Executive Officer (PXO) Pipeline Training	1301-822
Command Policies and Procedures - Navy Aviation Depot (NADEP) Executive Officer (XO) to Commanding Officer (CO) Fleet up Policy	1301-824
Command Policies and Procedures - Prospective Commanding Officer (PCO) Shore Station Management Training	1301-826

## MILPERSMAN 1301-802

### COMMAND POLICIES AND PROCEDURES - SPECIFIC POLICIES RELATED TO COMMAND

<b>Responsible Office</b>	CNO (N131)	Phone:	DSN	223-2303
			COM	(703) 693-2303
			FAX	223-1189

<b>References</b>	SECNAVINST 5510.30A OPNAVINST 1412.3F
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1. **Policy.** Any officer who is screened for command in grade will be assigned to command unless the officer indicates in writing an unwillingness to serve in command, is de-screened by a later command selection board, or whose performance declines following screening to the point where command assignment would be unwise. Unrestricted Line (URL) captains (CAPTs) who screen for a sequential command fall within this provision and, therefore, will similarly be assigned to command.

2. **Preparation and Approval of Command Screen Slates.** Following screening of officers for major command, the community distribution director prepares major command screen slates assigning screened officers to respective commands.

a. Navy Personnel Command (NAVPERSCOM), Director, Surface Officer Distribution Division (PERS-41) and Director, Aviation Officer Distribution Division (PERS-43) consult and coordinate aviation officer major ship and amphibious sequential command slates.

(1) The purpose is to facilitate matching officer experience and qualifications with appropriate sea command type.

(2) After consultation with community flag leadership, the slates are submitted via NAVPERSCOM, Distribution Department (PERS-4) to Commander, Navy Personnel Command (COMNAVPERSCOM) for approval.

b. Following screening of officers for commander (CDR) command, the community distribution director prepares CDR command screen slates assigning screened officers to respective commands. The CDR command slates are approved by NAVPERSCOM (PERS-4).

3. **Command Tour Lengths.** As a general rule, command tour lengths are 24-36 months for sea commands and 3 years for shore commands (24 months for fleet support CDR command). Major shore command tours are for 2 or 3 years. MILPERSMAN 1301-110 contains detailed information on prescribed tour lengths for all types of officer assignments.

4. **Woman Officer Command Policy.** Where otherwise eligible, selection of women officers to command in any grade will be such as to provide equal command opportunity with male officer counterparts. All command policies enumerated herein apply to officers regardless of sex.

5. **LCDR Command Policy.** Command of a Coastal Mine Hunter (MHC), Mine Countermeasures (MCM), Rescue and Salvage (ARS), Air Transport Squadron (ATS), or lieutenant commander (LCDR) command assignments in general, are considered to be equivalent to assignment as an executive officer (XO) in LCDR grade. This policy does not preclude assignment of quality officers to both an XO and LCDR command tour.

6. **Number of Command Tours and Exceptions.** It is general policy that a URL officer is assigned to only one screened command in a given grade.

a. Certain planned exceptions to this policy exist for the reason of maximizing fleet readiness.

b. These exceptions, by grade, are as follows:

(1) All CAPTs. Designated second sequential commands include

- (a) Amphibious Squadrons (PHIBRONs),
- (b) some Tactical Destroyer Squadrons (TACDESRONS),
- (c) Readiness Support Groups (RSGs),
- (d) Amphibious Assault Ships (LHAs),
- (e) Aircraft Carrier (CV), and
- (f) Aircraft Carrier, Nuclear Powered (CVNs).

(2) Normally, these are immediate follow-on tours to a major afloat command.

7. Policy for Training and Administration of Reserves (TAR) Officers. To ensure TAR community progression, the following procedures will be utilized for administrative boards and surface officer placement.

a. All administrative boards that screen TAR officers will have TAR officer representation.

b. NAVPERSCOM (PERS-41) will alternately assign, to the maximum extent possible, TAR and USN Surface Warfare Officers (SWOs) to commanding officer (CO) and XO billets on Naval Reserve Force (NAVRESFOR) ships; for example, CO-TAR, XO-USN; then CO-USN, XO-TAR. This policy does not preclude assignment of TAR SWOs to USN ships as CO or XO.

c. TAR pilots and naval flight officers (NFOs) are screened for Naval Reserve CDR and CAPT command by boards specifically established for that purpose.

(1) TAR officers may be considered by all appropriate screening boards and compete on the basis of qualifications.

(2) Quotas will not be established for TARs in the screening process; however, boards will be briefed on the unique aspects of TAR career patterns.

(3) TAR officers will be utilized as members of selection and screening boards for which their experience and performance qualify them. TAR membership on selection and screening boards is required when TARS are being considered by the board.

d. TAR pilots and NFOs who have screened for command through an active duty command screening board will be assigned command of a fleet aviation squadron or activity on a replacement basis; i.e., a TAR will be assigned to command a fleet aviation squadron or activity to replace each USN officer assigned to command a reserve squadron or activity. This interchange of TAR and USN COs for aviation squadrons will be accomplished within the percentage limitations outlined below.

(1) Active duty officers (TAR and USN) will command reserve force squadrons (RESFORONS) normally no more than a maximum of 20 percent of the time; i.e., no more than 1 year in every 5 years.

(2) No more than 50 percent of RESFORONS in any one community will be commanded by active duty officers at any one time.

(3) The number of active duty officers (TARs and USN) in command of RESFORONS at any one time will normally be 10 percent (5) with a maximum of 20 percent (9).

(4) No more than 50 percent of RESFORON CO billets in any one community may be filled by active duty officers at any one time.

8. **Security Clearance Requirements.** Security clearance requirements and the level of access required for a CO necessitates that the officer ordered to these billets have a completed Single Scope Background Investigation (SSBI) on record prior to assuming command. Orders written shall include the following information:

"Officer will require an SSBI completed within the last 5 years. If such SSBI has not already been completed or initiated, command delivering orders is directed to initiate request for SSBI as soon as practical. SECNAVINST 5510.30A, para. 8-7 pertains."

9. **Transfer of Command Reports.** When orders are generated ordering an officer to command of any Navy activity (shore and sea duty), **OPNAV AUK 00011** is to be included as an "info copy to." Passing instructions to Chief of Naval Operations (CNO) (OP-09B4) are included in the opening free text portion of the orders.

10. **Surface Ship Command Qualifications**

a. MILPERSMAN 1210-160 authorizes the designation "Qualified for Command" and establishes the general criteria required for qualification and validation, and establishes it as a mandatory prerequisite for a surface ship commander or captain command. OPNAVINST 1412.3F provides definitive criteria and detailed procedural guidance in this regard.

b. The cognizant surface assignment officer enters the appropriate additional qualification designator (AQD) in the officer's automated records.

c. The additional qualification designator (AQD) "Qualified for Command" is not equivalent to, or a substitute for, formal or informal (depending upon grade) command screening, and in no way guarantees an officer of assignment to command a surface ship.

11. Detailing to Major Command, Command, and XO Billets. In filling major command, command, and XO billets ashore, detailers will give priority to those officers who have been formally screened by board action over those who have not been board screened, and over those who have already served in such a billet at the same paygrade.

a. If two officers are in contention for the same billet and one has been board screened and the other has not, or has already served in a similar billet, a flag review will be conducted at the request of any URL detailer involved NAVPERSCOM (PERS-41, Submarine/Nuclear Distribution Division (PERS-42), PERS-43, or Fleet Support Assignment Branch (PERS-4419)).

b. The review will determine which officer is better qualified for that particular billet.

## MILPERSMAN 1301-804

### COMMAND POLICIES AND PROCEDURES - COMMAND SCREEN BY RANK/DESIGNATOR

<b>Responsible Office</b>	CNO	Phone:	DSN	223-2303
	(N131)		COM	(703) 693-2303
			FAX	223-1189

1. **Major Command Screen, Designators 1110/1130/114X/11X7.**

Screen is by formal administrative board action. Navy Personnel Command (NAVPERSCOM), Surface Officer Distribution Division (PERS-41) is the recorder for the board. Designated flag officers are members, and membership changes with each board. Screening commences following promotion to commander (CDR) plus 5 years.

a. Selection opportunity is 50 to 60 percent with 50 percent of the year group quota selected on the first look, 30 percent on the second look, and 20 percent on the third look.

b. A special "additional look" will be available upon constituent petition when it can be shown the officer was somehow disadvantaged or the officer's record unfairly considered during the normal selection process.

(1) Petition is made in writing to the selection board president, via NAVPERSCOM (PERS-41), to include or exclude the petitioner's record from the board.

(2) Additional look selectees will count against the last normal look select quotas for the next junior year group.

2. **Major Command Screen, Designators 1100/1200.** Screen is by formal administrative board action. NAVPERSCOM, Restricted Line/Staff Corps Officer Distribution/Specialty Division (PERS-44) is the recorder for the board. Designated flag officers are members, and membership changes with each board.

3. **Captain (CAPT) Command Screen, Designators 1310/1320.** Screen is by formal administrative board action. NAVPERSCOM, Aviation Officer Distribution Division (PERS-43) is the recorder for the board. Designated flag officers are members, and membership changes with each board.

4. **CAPT Command Screen, Designators 1120.** Screen is by formal administrative board action. NAVPERSCOM, Submarine/Nuclear

Distribution Division (PERS-42) is the recorder for the board. Designated flag officers are members, and membership changes with each board.

5. **CDR Command Screen, Designators 1110/1115/1117/113X/114X/6XXX.** Screen is by formal board action. The board consists of at least three surface warfare flag officers, the senior of whom serves as senior member and president, and at least six CAPTs who have successfully completed their CDR sea commands. Screening commences when eligible for CDR (2 years below zone).

a. Selection opportunity is 45 to 55 percent with 40 percent of the year group quota selected on the first look, 40 percent on the second look, and 20 percent on the third.

b. A special "additional look" will be available upon constituent petition when it can be shown the officer was somehow disadvantaged or the officer's record unfairly considered during the normal selection process.

(1) Petition is made in writing to the selection board president, via NAVPERSCOM (PERS-41), who will recommend to the board president to include or exclude the petitioner's record from the board.

(2) Additional look selectees will count against the last normal look select quotas for the next junior year group.

6. **CDR Command and Lieutenant Commander (LCDR) Command Screen, Designator 113X.** Screen is by formal board action. The board consists of 1 special warfare flag officer who serves as senior member, and 10 CAPT/CAPT (Sel) who have successfully completed their command sea tours. Screening commences for CDR command when selected by statutory board for CDR, and LCDR command when selected by statutory board for LCDR.

a. Selection opportunity is 50 percent through three looks and LCDR command selection opportunity is 75 percent through three looks.

b. A special "additional look" will be available upon constituent petition when justified by exceptional circumstances.

7. **Initial Command Screen, CDR/LCDR, Designator 13XX**

a. Screen for aviation squadron command will be by formal administrative board action. The Aviation Command Screen Board is composed of designated aviation officers from the various operational communities.

(1) Representation will reflect as wide a distribution as feasible from these communities, as well as one representative each from Commander Naval Air Force Atlantic (COMNAVAIRLANT), Commander Naval Air Force Pacific (COMNAVAIRPAC), and Commander Naval Air Force Reserve (COMNAVAIRRES).

(2) Individual members will be officers who have served in aviation commands, and who preferably are serving or have served in a "bonus eligible" billet as a CDR.

(3) Members may be the rank of CAPT or CAPT (Sel). The senior member is an aviation flag officer. NAVPERSCOM, Aviation Commander Assignment Branch (PERS-431) is the sponsor and senior recorder for the board.

b. Competitive grouping for selection is arranged by the screening group within the individual operational communities.

(1) The initial opportunity for screening occurs the year prior to being in zone for promotion to CDR.

(2) Screen opportunity for a specific screen group continues for 3 years, with the first and second years primarily for operational commands, and the third and final year generally utilized for special mission commands.

(3) A screened executive officer (XO) in an aviation squadron normally fleets up to CO upon completion of a successful XO tour.

#### 8. Bonus Eligible, CDR, Designator 13XX

a. The Aviation Command Screen Board is also responsible for selection of a bank of officers to fill the below bonus-eligible billets:

- (1) Aircraft Carrier
- (2) Nuclear Powered (CVN)/Aircraft Carrier (CV)
- (3) Amphibious Assault Ship (Helicopter) (LPH) (XO)
- (4) Second Command-in-Grade (Tactical Aircraft (TACAIR))
- (5) Rotary Wing Fleet Replacement Squadrons

b. Eligibility begins after an officer has received a meaningful fitness report as a commanding officer (CO) and continues for 3 years or until selection for promotion to CAPT.

9. **CDR Command Screen, Designator 1120/62XX/6400.** Officers will be screened for command of submarines by formal board action. Board procedures and composition are as follows:

a. The Submarine Command Selection Board will be convened annually by NAVPERSCOM.

b. The board will consist of at least one rear admiral (RADM) and four CAPTs. All board members will have prior experience as submarine COs. Representation will be from both fleets as well as the Navy Department.

c. NAVPERSCOM (PERS-42) will establish the eligibility zones and provide a list of officers to be considered by the board.

d. The board will review the records of all officers being considered, and will assign each officer to one of the following classifications:

(1) Cleared for command of nuclear powered submarines.

(2) Cleared for auxiliary repair dock (ARD) command.

(3) Cleared for command of nuclear powered submarines (submarine support) (COSS).

(4) Cleared for command of diesel-powered submarines.

(5) Unresolved.

(6) Not cleared for command.

e. The precept letter to the senior member of the board may require a relative priority listing. Eligible officers will have at least three opportunities for command selection, and will compete for available command quotas allotted to that officer's year group.

10. **Designator 1120/Limited Duty Officer (LDO), Designator 62XX/64XX.** Officers are screened for assignment to submarine service (SS) and auxiliary floating dry dock (ARD) commands in LCDR grade. SS and ARD commands are considered to be equivalent to command in the CDR grade.

11. **ARD Command.** Screening of officers for command of ARDs will be accomplished by board action, and is the responsibility of NAVPERSCOM (PERS-42).

12. **LCDR Command Screen, Designators 111X/114X.** Screening is performed by the same formal administrative board utilized for LCDR screening (XO screening). The board consists of at least 1 flag officer and 9-13 post command CAPTs/CDRs.

a. This screen is a "three look" procedure that begins following selection to LCDR. XO selection opportunity is 60 to 75 percent with 50 percent of the year group quota selected on the first look, 30 percent on the second look, and 20 percent on the third look.

b. All officers who screen successfully in their first or second look for XO will have their records screened for LCDR command by the same board.

c. Those officers who request (in writing) to be screened for LCDR command will have their records reviewed.

d. Because 80 percent of a promotion year group's quotas are selected in the first two of three looks, nuclear trained surface warfare officers (SWO(N)) with less than 12 months conventional department head experience are extremely unlikely to screen.

(1) For protection of SWO(N) officer's screen opportunities that have been disadvantaged because of assignment demands, NAVPERSCOM, Surface Nuclear Power Branch (PERS-424) recommends to NAVPERSCOM (PERS-4), via NAVPERSCOM (PERS-41/PERS 42), that SWO(N)s be removed from the screening process with further looks held in abeyance until completion of SWOs department head course and at least 12 months of conventional department head experience.

(2) These officers' records will then be placed before the LCDR CO/XO screen board per normal procedures. No officer's records will be withheld for more than two LCDR CO/XO screening boards.

13. **LT CO Afloat Ships, Designator 111X.** The following qualifications are required for screening and assignment of 111X officers to LT CO afloat ships:

a. All first tour 111X department heads may compete for post command (PC) command. Screening is initiated upon receipt of the officer's written request for PC command as endorsed by their current command. Officers are encouraged to submit their request

midway through their first department head tour (7-9 months prior to projected rotation date (PRD)).

b. An informal board composed of post-command officers in NAVPERSCOM (PERS-41) screens all applicants and recommends approval or disapproval of each request. The final screening authority is NAVPERSCOM, Distribution Department (PERS-4).

c. Principal screening criteria for each applicant includes competitive ranking with one's peers as both a division officer and department head. While no minimum eligibility requirements are established, desirable candidates include those officers with a broad range of functional experience (i.e., previous tours in a variety of ship platforms and departments) and professional achievements (such as engineering officer of the watch (EOOW) and tactical officer (TAO) qualifications).

d. There is no PC command bank. Slating to PC command is dependent on successful screening as well as availability at PRD. PC COs are slated on the Department Head Splitter Slate, which is approved by NAVPERSCOM (PERS-41). Officers screened for PC command but not slated are assigned to another department head tour per the Department Head Sequencing Plan.

14. **Incumbents of Designator 1000 LCDR XO/CO Billets.**

Incumbents of any designator filling 1000 LCDR XO/CO billets are not normally granted voluntary tour extensions.

15. **Limited Duty Officer (LDO) below Grade of CDR and Chief Warrant Officer (CWO), Designator 61XX/71XX.** Screen is by informal board.

a. The assignment officer will initiate action by proposing officers for command. Such proposals will normally be on the basis of availability.

b. Board procedures will be such that each member of the board will recommend either approval or disapproval of the proposed assignment with the senior member making the final decision.

## MILPERSMAN 1301-806

### COMMAND POLICIES AND PROCEDURES - MAJOR SHORE COMMAND

<b>Responsible Office</b>	CNO (N131)	Phone:	DSN	223-2303
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			FAX	223-1189

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<b>References</b>	SECNAVINST 5510.30A
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1. **Policy**. Normally, assignment to a major shore command comprises the one screened command in grade for captains (CAPTs). Apportionment of 1000/1050 major shore commands among the various Unrestricted Line (URL) communities is weighted to provide equity of overall major command opportunity; hence, it is not normally proportionate to the relative numbers of officers in each specialty.

2. **Background**. The major shore command plan is reviewed annually as a separate issue. In odd calendar years, a zero-base study is conducted and in even calendar years, the review is restricted to reviewing new proposals within the existing framework.

a. When considering an activity for designation as a major shore command, both objective and subjective factors are assessed.

(1) Objective factors are the activity's military and civilian manning levels, plant replacement cost, and O&MN/O&MN(R) funding levels. These objective criteria are combined to form a quantitative objective ranking factor.

(2) Subjective factors including importance of the activity's mission and scope of responsibilities, the operational tempo, and high congressional and Navy interest are considered individually and in a non-quantitative manner.

b. Besides considering the addition or deletion of activities to the major shore command list, the annual major shore command plan review serves as a regular forum in which to discuss other command plan issues, which are included in the shore command context.

c. The results of the annual major shore command plan review are briefed to Chief of Naval Personnel (CHNAVPERS). After CHNAVPERS approval, a memorandum summarizing the study's results is forwarded for Chief of Naval Operations (CNO) approval. Upon receipt of CNO approval, an OPNAVNOTE 5450 (Major Shore Command) is issued.

3. **Major Shore Command Screening Options.** Incumbents in commands, which become designated as major shore commands during the period of incumbency will be permitted to select one of two major command screen options as a result of such designation:

a. Accept designation as "Screened for Major Command" in the screen category applicable to the major command in which they are now serving, if so selected by respective command screen board.

b. Decline designation as "Screened for Major Command" and compete with contemporaries for subsequent designation and major command assignment other than the command which was designated a major command in their incumbency.

4. **Major Command Selection Lists.** Unrestricted Line (URL) major command selection lists are approved by CHNAVPERS.

a. Accordingly, any change to those lists involving proposed transfer of an individual's name from one list to another must be approved by CHNAVPERS.

(1) Requests, other than those made by individual officers, will be initiated, in writing, by the appropriate NAVPERSCOM division director and forwarded via NAVPERSCOM, Distribution Department (PERS-4).

(2) NAVPERSCOM, Distribution Management/Allocation/Resource and Procedures Division (PERS-45) will be made a copy-to-addressee on such correspondence and will maintain a file of it for reference purposes.

(3) Requests will be fully documented with rationale for the proposed change, which must clearly demonstrate that alternatives are not available.

b. No commitment will be made to individuals prior to approval of changes by CHNAVPERS.

## MILPERSMAN 1301-808

### COMMAND POLICIES AND PROCEDURES - ACQUISITION PROFESSIONAL (AP) MAJOR ASSIGNMENT

<b>Responsible Office</b>	NAVPERSCOM (PERS-447)	Phone:	DSN	882-4108
			COM	(901) 874-4108
			FAX	882-2632

1. **Policy.** Each officer community major command screening board reviews records of Acquisition Professional (AP) qualified captains and captains (Sel.) to identify those assignable to major acquisition commands.

a. Selectees are placed in a "pool" of assignable officers, which are then available for the systems commands slating panels and subsequent Acquisition Workforce Officer Community (AWOC) review in the case of major programs.

b. These officers compete with other candidates, which may include civilians and Marine officers per the best-qualified policy. For more information on the AP program, see MILPERSMAN 1301-700.

## MILPERSMAN 1301-810

### COMMAND POLICIES AND PROCEDURES - COMMAND OF MAJOR LABORATORIES

<b>Responsible Office</b>	NAVPERSCOM (PERS-444E)	Phone:	DSN	882-4101
			COM	(901) 874-4101
			FAX	882-2676

#### 1. Policy

a. Captains (CAPTs) of several designators are eligible to command major laboratories. The growth of major projects in the Naval Systems Command (NAVSYSOCOM) has required the qualification of CAPTs in weapon systems acquisition techniques to direct them.

b. Chief of Naval Personnel (CHNAVPERS) takes a direct, personal interest in the selection of commanding officers (COs) for these vital major commands.

2. Selection Criteria. The criteria for selection of officers to command NAVSYSOCOM Research and Development Centers closely resembles those used for selection to a medical planning module (MPM).

a. Unrestricted Line (URL) CAPTs must have screened for either major shore command or as MPM.

b. Restricted Line (RL) CAPTs must have screened as MPM.

c. Laboratory COs are proposed by NAVPERSCOM from major shore commander candidate lists, selected by Chief of Naval Research, and approved by Assistant Secretary of the Navy (ASN) (RD&A).

d. Placement officers ensure concurrence of ASN (RD&A) prior to issuing orders for COs.

## MILPERSMAN 1301-812

### COMMAND POLICIES AND PROCEDURES - COMMANDING OFFICER (CO) OF NAVAL RESERVE CENTERS (NAVRESCENS)

<b>Responsible Office</b>	NAVPERSCOM (PERS-4417)	Phone:	DSN	882-4102
			COM	(901) 874-4102
			FAX	882-2755

1. **Policy.** All officers assigned to command of Naval Reserve Centers (NAVRESCENS) will be administratively screened prior to assignment.

a. Officers will be screened to ensure only properly qualified and experienced officers of the appropriate grade are ordered to command of NAVRESCENS.

b. Navy Personnel Command (NAVPERSCOM), Head, TAR Officer Distribution Branch (PERS-4417) will be the head of the administrative screen board.

c. NAVPERSCOM (PERS-4417B) will serve as a permanent member.

d. Other required board members will include NAVPERSCOM (PERS-4417) branch officers as required.

## MILPERSMAN 1301-814

### COMMAND POLICIES AND PROCEDURES - COMMANDING OFFICER (CO)/OFFICER-IN-CHARGE (OIC) OF PERSONNEL SUPPORT ACTIVITY (PSA)/PERSONNEL SUPPORT DETACHMENT (PERSUPP DET) AND DIRECTOR OF MILITARY PAY

<b>Responsible Office</b>	CNO (N131)	Phone:	DSN	223-2303
			COM	(703) 693-2303
			FAX	223-1189

1. **Policy.** Quality leadership through the assignment of qualified fleet support officers (FSOs), limited duty officers (LDOs), chief warrant officers (CWOs), and E-9s is necessary at Pay/Personnel Administrative Support System (PASS) activities.

a. Accordingly, only highly qualified individuals who have demonstrated professional competence and leadership ability are considered for assignment to these billets. Specifically

(1) FSOs, LDOs, CWOs, and E-9s will be considered for assignment as commanding officers (COs)/officers in charge (OICs) of Personnel Support Activity (PSA)/Personnel Support Detachment (PERSUPP DET) activities. These personnel must be capable of carrying out all the functions the billet requires.

(2) Unrestricted Line (URL) ensigns (ENS) and lieutenant junior grades (LT(jg)) will not be assigned as OIC of PERSUPP DETs.

b. Prospective OICs of PERSUPP DETS will receive en route 2 days temporary duty (TEM DU) training at the parent PSA for PASS indoctrination and briefings on issues unique to the individual PERSUPP DET.

## MILPERSMAN 1301-816

### COMMAND POLICIES AND PROCEDURES - NAVY RECRUITING DISTRICT EXECUTIVE OFFICER (XO) TO COMMANDING OFFICER (CO) FLEET UP POLICY

<b>Responsible Office</b>	CNO (N131)	Phone:	DSN	223-2303
			COM	(703) 693-2303
			FAX	223-1189

1. **Policy.** Navy Recruiting District (NAVCRUITDIST) Commanding Officers (COs) and Naval Reserve Recruiting Command (NAVRESCUITCOM) Officers in Charge (OIC) will be afforded greater exposure to the recruiting process and environment prior to assuming command by serving as Executive Officers (XOs) at the NAVCRUITDIST and NAVRESCUITCOM which they are slated to command.

2. **Procedures**

a. Officers screened for command will spend 18 months in the XO billet followed by 18 months as CO.

b. Officers will be required to fleet up regardless of their past recruiting experience.

c. Exceptions will only be granted for officers who have previously served as XO of a NAVCRUITDIST.

d. Selection for NAVCRUITDIST command and NAVRESCUITCOM command will be via the community command screen process.

e. The Command Leadership Course will be incorporated into the established NAVCRUITDIST command training pipeline.

## MILPERSMAN 1301-818

### COMMAND POLICIES AND PROCEDURES - PROCEDURES FOR OFFICERS NOT DESIRING ORDERS TO COMMAND OR EXECUTIVE OFFICER

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

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<b>References</b>	SECNAVINST 1811.3M
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1. **Policy.** In those instances when an officer has been screened for command or executive officer (XO) but does not desire orders to command or to a major project, the following procedures apply:

a. Officers indicating non-acceptance of these orders will be required to submit an official notification to Navy Personnel Command (NAVPERSCOM). This letter and the results of subsequent actions will become part of the officer's official record.

b. Upon receipt of a written request to decline orders to command or a major project, cognizant NAVPERSCOM division directors will originate a memorandum to Chief of Naval Personnel (CHNAVPERS) for NAVPERSCOM, Assistant Commander Navy Personnel Command for Distribution (ACNPC) (PERS-4) signature discussing the circumstances.

c. If retirement in lieu of orders is contemplated, SECNAVINST 1811.3M and MILPERSMAN 1810-020 also apply.

d. Final disposition of all cases will be determined by Commander, Navy Personnel Command (COMNAVPERSCOM).

e. The decision to decline command is a professional decision by the officer concerned.

(1) This decision is limiting, however, only with respect to assignment to command.

(2) Officers who have turned down command remain eligible for assignment to billets, ashore or afloat, in their warfare specialty or subspecialty, subject to needs of the Navy.

2. **Command De-Screening.** Prior to assignment of screened officers to command, NAVPERSCOM assignment officers, placement officers, and assignment division directors will screen each record to ensure there has been no decline in an officer's performance.

a. Recommendations for de-screening will be forwarded from ACNPC (PERS-4) to CHNAVPERS for the final decision. An appropriate type of notification letter signed by CHNAVPERS shall be sent to the affected officer.

b. Command boards will review records of those officers previously screened but not yet assigned to ensure there is no decline in performance subsequent to the original screening.

c. Officers de-screened as a result of the review will be notified by letter signed by CHNAVPERS.

3. **Procedures for Unrestricted Line (URL) Officers not desiring an XO Assignment.** In those instances when a URL officer has been screened for XO but does not desire orders to an XO billet, that officer will be required to submit an official letter to ACNPC (PERS-4) declining such an assignment.

a. ACNPC (PERS-4) will respond to an officer's declination letter with a de-screening letter that will be sent to the officer and to the officer's permanent official record.

b. These officers will remain eligible for assignment to other billets subject to needs of the Navy.

4. **Procedures for De-Screening URL Officers for XO.** XO boards will review records of those officers previously screened but not yet assigned to ensure no decline in performance subsequent to original screening.

a. Officers de-screened as a result of the screening board review will be notified by letter, signed by COMNAVPERSCOM.

b. Officers will also be de-screened as a result of their declination of an XO assignment.

c. ACNPC (PERS-4) will respond to an officer's declination letter with a de-screening letter that will be sent to the officer and to the officer's permanent official record.

## MILPERSMAN 1301-820

### COMMAND POLICIES AND PROCEDURES - COMMAND - EXECUTIVE OFFICER (XO) ASSIGNMENT COORDINATION

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

1. **Policy.** Grade assignment officers carefully coordinate assignment of commanding officers (COs) and executive officers (XOs) with placement officers.

a. To the extent feasible, assignments will be made for effectiveness of the two top leadership positions within the chain of command.

b. At least 8 weeks will separate the rotation dates of the CO and XO of a command, except for aviation squadrons in which the XO fleets up to CO.

c. Exceptions may be authorized by Navy Personnel Command (NAVPERSCOM) placement division directors, after the cognizant activity placement officer has liaised with the command and taken all possible action to alleviate adverse impact.

2. **CO and XO 1000 Designator Billets.** The list of Unrestricted Line (URL) commander (CDR) commands will be validated annually by Chief of Naval Operations (CNO), Military Personnel Plans and Policy Division (N13) and NAVPERSCOM, Distribution Department (PERS-4).

a. An equitable apportionment of 1000/1050 designator CDR billets will be established by CNO (N13) annually.

(1) Based on this apportionment and projected vacancies, a command allocation plan will be published annually after NAVPERSCOM (PERS-4) approval.

(2) This plan will identify the specific commands and the number of commands to be allocated to each of the URL communities.

b. Once the official apportionment has been promulgated by CNO (N13), the following procedures apply:

(1) NAVPERSCOM, Allocation and Statistics Branch (PERS-452) will prepare a list of all CDR 1000/1050 designator command billets which will become available within a minimum 24-month period beginning with October of that year. NAVPERSCOM (PERS-452) will send this list to placement officers for review.

(2) Placement officers will review this list for completeness, correct projected rotation dates (PRDs) of incumbents, and annotate billets to reflect requests for particular designators based on known requirements (if any). Placement officers will return these changes to NAVPERSCOM (PERS-452).

(3) NAVPERSCOM (PERS-452) will then send an updated list to the appropriate assignment officers.

(4) From this list, assignment officers will identify the billets they desire and forward this information to NAVPERSCOM (PERS-452). Billets which have been previously allocated to a specific community are not available for selection unless a mutually agreed upon exchange is approved by NAVPERSCOM (PERS-4).

(5) NAVPERSCOM (PERS-452) will chair a meeting of the appropriate assignment and placement officers to discuss the proposed allocation of command billets. The proposed allocation plan will be subject to final approval by NAVPERSCOM (PERS-4), then immediately distributed to assignment and placement officers.

(6) NAVPERSCOM, Distribution Management and Procedures Branch (PERS-451) will arbitrate cases of conflict and prepare documentation to forward to NAVPERSCOM (PERS-4) for a final decision, when necessary.

(7) Placement officers may post the identified billets, once NAVPERSCOM (PERS-4) has approved the allocation plan.

c. Lieutenant commander (LCDR) 1000/1050 designator CO and XO billets are not involved in the above procedure. These billets will be allocated in the normal billet fill decision (BFD) process based on inventory and placement officer recommendation.

### **3. COs And XOs of Medical Treatment Facilities (MTFs) Providing Inpatient Care**

a. Normally, the CO or the XO will have a Master's degree in management. NAVPERSCOM retains waiver authority.

b. XO's will normally "fleet up" to CO.

(1) Naval Hospitals San Diego, CA; Oakland, CA; Portsmouth, VA; and National Naval Medical Center Bethesda, MD are exempt.

(2) CO/XO total tour length will generally be 36-48 months (allowing 18-24 months XO/18-24 months CO rotation).

4. **Officers assigned as CO, XO, or Diving Officer of ships.** Officers assigned as CO, XO, or diving officer of ships with a primary mission involving diving are to be experienced divers per MILPERSMAN 1210-140. COs and XOs of a Destroyer Tender (AD), Repair Ship (AR), or Submarine Tender (AS) are not required to be experienced divers.

## MILPERSMAN 1301-822

### COMMAND POLICIES AND PROCEDURES - PROSPECTIVE COMMANDING OFFICER (PCO) / PROSPECTIVE EXECUTIVE OFFICER (PXO) PIPELINE TRAINING

<b>Responsible Office</b>	NAVPERSCOM (PERS-440)	Phone:	DSN	882-4040
			COM	(901) 874-4040
			FAX	882-2676

<b>References</b>	OPNAVINST 1500.49C
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1. **Policy.** All prospective commanding officers (PCOs) and prospective executive officers (PXOs) ordered as commanding officers (COs)/executive officers (XOs) of commands specified in enclosure (1) of OPNAVINST 1500.49C will attend the Joint Maritime Tactics Course (JMTC) at Dam Neck, VA or San Diego, CA.

a. All commanders and captains en route to their first command will attend the Command Leadership Course (CLC) at Newport, RI prior to assuming command. Officers en route to lieutenant commander (LCDR) command afloat will also attend the Command Leadership Course. If career timing and Bureau of Naval Personnel (BUPERS) funding permit, officers en route to lieutenant (LT) command afloat will attend the Command Leadership Course.

(1) Quota Control, the Command Leadership School, will assign quotas to each PCO on an as available basis via the appropriate placement officer or their assistant.

(2) If a quota is not available for the PCO, they will be prioritized for attendance by Quota Control. The priorities will be as follows:

(a) Priority 1 - Deploying commanding officers (afloat) and overseas shore commanders.

(b) Priority 2 - Shore commanders.

(3) This policy does not prevent the attendance of an officer slated as a PCO from attending CLC in a temporary additional duty (TAD) status.

(4) Waivers, in the event CLC cannot be completed prior to assuming command, will be initiated by Navy Personnel Command (NAVPERSCOM) division director heading the placement function for the PCO's activity forwarded to NAVPERSCOM via Quota Control.

(5) Waivers for extenuating circumstances may be granted only by Chief of Naval Personnel (CHNAVPERS).

b. PXOs (LCDR and above) who have not previously attended CLC will attend the Executive Officer Leadership Course at the Command Leadership School in Newport, RI.

c. LTs en route to afloat XO billets (i.e., Mine Countermeasures (MCM)/Coastal Mine Hunters (MHC)/Rescue and Salvage Ships (ARS)) will attend the Executive Officer Leadership Course in Newport, RI, if career timing and funding support.

## MILPERSMAN 1301-824

### COMMAND POLICIES AND PROCEDURES - NAVY AVIATION DEPOT COMMAND EXECUTIVE OFFICER (XO) TO COMMANDING OFFICER (CO) FLEET UP POLICY

<b>Responsible Office</b>	CNO (N131AMDO)	Phone:	DSN	757-8483
			COM	(301) 757-8483
			FAX	757-1526

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<b>References</b>	SECNAVINST 1520.9A
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1. **Policy**. Navy Aviation Depot Commanding Officers (COs) will be afforded greater exposure to the Industrial Manufacturing process and environment prior to assuming command by serving as Executive Officers (XOs) at the Aviation Depot which they are slated to command.

2. **Procedures**

a. Officers screened for command will spend 24 months in the XO billet followed by 24 months as CO.

b. Selection for Aviation Depot Command will be via Naval Air Systems Command Acquisition Major Assignment Slating Panel.

c. The Shore Station Management course as noted in SECNAVINST 1520.9A will be required as part of the command training pipeline.

## MILPERSMAN 1301-826

### COMMAND POLICIES AND PROCEDURES - PROSPECTIVE COMMANDING OFFICER (PCO) SHORE STATION MANAGEMENT TRAINING

<b>Responsible Office</b>	NAVPERSCOM (PERS-440)	Phone:	DSN	882-4040
			COM	(901) 874-4040
			FAX	882-2676

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<b>References</b>	SECNAVINST 1520.9A
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1. **Policy.** The Prospective Commanding Officer (PCO) Shore Station Management (SSM) training is a 3-week course conducted by Naval Education Training Command (NETC) in the Washington, DC area.

a. The SSM course is mandatory for commanding officers (COs) only, and COs of stations noted in SECNAVINST 1520.9A. Per SECNAVINST 1520.9A, Navy Personnel Command (NAVPERSCOM), Education and Training Staff Placement Branch (PERS-444A) manages quotas for officers attending SSM under NAVPERSCOM sponsorship.

b. Tuition is paid by NETC.

c. The following policies shall be followed in assignments of officers to command of various shore activities:

(1) PCOs of major and non-major shore commands will attend unless excused by Assistant Commander for Navy Personnel Command for Distribution (ACNPC) (PERS-4).

(2) Due to the limitation of only four classes per year, some reporting dates preclude attendance incident to permanent change of station (PCS) orders. Where that situation exists, PCOs of shore commands shall be ordered to the course temporary additional duty (TEMADD) prior to detachment from their present permanent duty station, unless that station is located outside continental United States (OCONUS) (including Alaska and Hawaii).

(3) The priority of attendance is as follows:

(a) PCO and PXO of Navy major shore command on PCS orders.

(b) PCO and PXO of non-major Navy shore command on PCS orders.

(c) PCOs of major and non-major shore commands on TEMADD orders.

2. **Procedures for Ordering Officers to the PCO SSM Training Course.** The following procedures are to be utilized in ordering officers to the PCO SSM training course:

a. **Officers Attending Incident to PCS Orders.** Normal order writing procedures apply in addition to the following:

(1) Proposals will be routed via NAVPERSCOM (PERS-444) for quota control.

(2) PTEXT P74031 concerning tuition will be utilized in orders to provide tuition funding by NETC. Provide a copy of the orders to the following:

**Director  
PCO Shore Station Management Training Program  
Arlington Annex 1608  
NETC Washington Office  
Washington, DC 20370-1000**

**(703) 614-5748**

b. **Officers Attending TEMADD under NAVPERSCOM Orders.** Officers whose en route timing will not permit attendance incident to PCS orders will attend the subject course TEMADD prior to detaching from their present duty station.

(1) Note that this applies only to officers who have not yet reported to their new command. (Officers already in place may attend if funded by their parent command. Quotas for these students are obtained directly by the command from NETC, Director, PCO Shore Station Management Training Program.)

(2) For officers attending TEMADD under NAVPERSCOM orders, the following procedures apply:

(a) A rough NAVPERS 1320/16 (Rev. 11-87), Temporary Additional Duty (TEMADD) Travel Orders will be initiated by the NAVPERSCOM assignment officer and routed via the losing placement officer, NAVPERSCOM, Professional Development Education/

Subspecialty Branch (PERS-440E), and the gaining placement officer.

(b) NAVPERSCOM (PERS-444) will assign a quota.

(c) The losing placement officer is responsible to arrange the temporary absence of PCOs from their present command.

(d) The assignment officer will produce a smooth NAVPERS 1320/16 and route via the

1. NAVPERSCOM division director for signature,
2. NAVPERSCOM, Officer/Enlisted PCS/TEMUINS/TAD Fiscal Management Branch (PERS-454) for cost checking, and
3. ACNPC (PERS-4) for approval.

(e) Further routing will be to

1. NAVPERSCOM, Headquarters, Financial Control Division (PERS-021), and
2. NAVPERSCOM (PERS-454) for processing.

c. Per SECNAVINST 1520.9A, tuition to the subject course is paid by NETC. Both PCS and TEMADD orders must include the following PTEXT:

"P74031: A REGISTRATION FEE OF \$120.00 IS AUTHORIZED FOR ATTENDANCE AT THE SHORE STATION MANAGEMENT COURSE. REGISTRATION FEE PAID BY CNET."

d. Officers ordered to subject course shall be directed to report to the

"CNET Director, PCO Shore Station Management Training Program, Navy Department, Washington, DC NLT 0730, (date) TEMDUINS about three weeks PCO Shore Station Management Training CLCVN \_\_\_\_\_."

e. It is recognized that some conflicts will arise in scheduling PCOs to this course. Conflicts will be resolved on a

case-by-case basis. For those officers who can attend en route on PCS orders, attendance waivers will be rare.

(1) A policy of ordering officers TEMADD from their present command to a school, which will benefit a future command, is unusual.

(2) This procedure was adopted only after serious consideration, and acknowledgment of the program's importance to the Navy and a strong interest in its success by Secretary of the Navy (SECNAV).

(3) Scheduling problems should be resolved on a case-by-case basis with the officer's present command.

(4) Where resolution is not possible or attendance is obviously not practical (i.e., officer is presently in a deployed unit), a waiver of attendance should be requested by the assignment officer.

(5) Ensure the parent command understands that failure to attend the subject course, for whatever reason, must be reported.

## MILPERSMAN 1301-900

### SUBSPECIALTY MANAGEMENT, GRADUATE EDUCATION, AND SERVICE COLLEGES

<b>Responsible Office</b>	NAVPERSCOM (PERS-440/45J)	Phone:	DSN	882-4100
			COM (901)	874-4100
			FAX	882-2676

<b>References</b>	NAVPERS 15839I, Manual of Navy Officer Manpower and Personnel Classifications, Volume I, Major Code Structures DODD 1322.10 of 31 Aug 90 OPNAVINST 1520.23B BUPERSINST 1520.106 OPNAVINST 1520.24B SECNAVINST 1520.7E USNAINST 1560.3D
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1. **General Information.** The subspecialty management system is structured to ensure technical and managerial requirements of the Navy are met by developing subspecialty expertise in officers.

a. Subspecialties are developed through concentrated experience in a subspecialty field, or by virtue of graduate education.

b. Because over 85 percent of the requirements for captains (CAPTs) are ashore, with over half of these billets specifically requiring subspecialists, it is essential that officers realize career progressions in subspecialty areas as an adjunct to their warfare development.

c. Such development is necessary to ensure a sufficient base of senior grade officers with the expertise required across the spectrum of top management positions.

d. Lists of subspecialty codes can be found in NAVPERS 15839I, volume 1.

e. Other MILPERSMAN articles pertaining to graduate education and service colleges are as follows:

Topic	See MILPERSMAN
Graduate Education	1301-902
Service Colleges	1301-904

2. **Graduate Education and the Subspecialty System.** Graduate education constitutes the heart of the subspecialty system. To develop the officer inventory to meet subspecialty requirements, the Postgraduate (PG) Quota Plan is developed at Chief of Naval Operations (CNO) (N131E3).

a. Fundamental to the PG Quota Plan methodology is the assumption that officers, once educated, will be assigned to a series of subspecialty billets throughout their careers.

b. Assignment of officers to other than subspecialty development tours when available for such assignment (e.g., not operational or student) results in not meeting technical and managerial requirements. Additionally, PG education rapidly becomes outdated if not put to use in a timely manner.

c. Department of Defense (DOD) guidelines require graduates of military service-funded education programs to be properly utilized.

d. To help meet the professional development system goal of blending the sea/operations specialist with the technical/managerial subspecialist, many officers with the required academic qualifications and proven professional performance standards and personal desire receive full-time graduate education. This education normally takes place during the first or second shore tour.

e. This graduate education supports the officer subspecialty system and is designed to complement the officer's operational training. Most officers attend Naval Postgraduate School (NPS) in Monterey, CA while others attend civilian institutions at government expense. For more information refer to DODD 1322.10.

3. **Subspecialist Assignment Policy.** As discussed in DODD 1322.10, any assignment of officers who have received Navy-funded graduate education outside of their warfare specialties

should achieve maximum utilization of subspecialty qualifications.

a. An officer completing a Navy-sponsored graduate education program is assigned to a utilization tour "at first opportunity."

(1) Normally, this immediately follows the duty under instruction (DUINS) period; however, this is not to preclude key operational tours essential to warfare qualifications.

(2) If an immediate utilization tour would deter the officer from a key operational tour (such as department head, executive officer (XO), or command), the utilization tour may be postponed until completion of the operational tour.

(3) All aviation officers (13XX) graduating from naval graduate education programs and being assigned to operational tours will, whenever possible, be assigned to flying billets (DIFOPS). This policy is in effect so that aviation career incentive pay (ACIP) flight gate problems will not interfere with subsequent shore subspecialty utilization tours.

(4) This policy does not apply to those few senior officers who have already satisfied flight gate requirements. Bonus or follow-on operational tours in grade for subspecialists are closely examined in light of total Navy requirements.

b. Assignments of officers with Navy-funded graduate education are to direct utilization, operational or student tours, or be waived by Navy Personnel Command (NAVPERSCOM), Assistant Commander Navy Personnel Command for Distribution (PERS-4) through the procedures outlined in this article.

c. In making assignments for subspecialists, positive utilization in the subspecialty field is expected. Assignment of **all** subspecialty-coded officers (graduate educated, proven subspecialist) requires approval from NAVPERSCOM, Professional Development Education/Subspecialty Branch (PERS 440). The assignment officer will submit assignment waiver forms per procedures in this article.

d. All assignments requiring a waiver are resolved by the assignment officer prior to preparation of any order nomination or external dissemination of nomination packages.

4. **Subspecialty Accountability.** Since significant funds are allocated to the education of officers leading to designation as

subspecialists, high congressional interest exists in ensuring these funds are properly utilized.

a. The Navy has been tasked by DOD to track the utilization of service-funded education in complying with DOD education utilization guidance. Oversight agencies routinely verify the success of the officer distribution process in complying with DOD policy. **NOTE:** NAVPERSCOM (PERS-4) employs a "utilization code" concept to analyze the utilization of subspecialties in response to congressional, DOD, and other high-level inquiries. The code is entered on the Officer Assignment Information System (OAIS) assignment proposal.

b. Utilization codes (Exhibit 1) are based on the relative degree of utilization of an officer's subspecialty. Primary emphasis is placed on utilization of graduate education. The various utilization codes are dependent on the officer's most significant subspecialty level. NAVPERSCOM (PERS-440E) determines the appropriate utilization code for each assignment involving a subspecialty-coded officer upon receipt of the OAIS proposal.

5. **Subspecialty Waivers.** A waiver granted by NAVPERSCOM (PERS-4) is required for the assignment of all officers (O-3 to O-6) who have received Navy-funded graduate education (subspecialty codes G, F, P, Q, M, N, C, or D).

a. The only exceptions are when the proposed assignment is

- (1) a direct or closely related utilization tour in the officer's primary subspecialty (utilization code D or E);

- (2) an operational tour required to keep current in the officer's warfare specialty (utilization code A); or

- (3) an educational tour (utilization code B).

b. On proposals requiring waivers, assignment officers explain any special circumstances that preclude a utilization tour using the "Assignment Notes" field of the proposal section of OAIS.

- (1) To avoid potential embarrassment in the case of waiver disapproval, assignment and placement officers do not commit to their constituents on subspecialty assignments until the waiver has been approved.

(2) In cases involving assignment of officers without a subspecialty code, submission of a waiver is not required.

c. Assignment officers are encouraged to look ahead and plan assignments for their officers, which allows the individual to pursue subspecialty development and permits the Navy to maximize the return of the graduate education investment. When an assignment will require a waiver under the guidelines of this article, assignment officers are to request a waiver in advance of order preparation to avoid last-minute waiver reviews, possible disapproval, and the attendant delay and potential embarrassment.

**6. Assignment of Officers Possessing Ph.D. Education.**

Ph.D. officers below flag rank are assigned to Ph.D. utilization billets whenever they are not being assigned to key operational tours, or whenever there are not overriding circumstances approved by NAVPERSCOM, Restricted Line (RL)/Staff Corps Officer Distribution/Specialist Division (PERS-44).

a. If a properly coded Ph.D. billet is not available, the Ph.D. officer is assigned to a lesser-coded requirement, such as a Q or P code. NAVPERSCOM (PERS-440) will not do this without a thorough billet search.

b. Conversely, no non-Ph.D. officer is assigned to a Ph.D. billet without a thorough inventory search by NAVPERSCOM (PERS-440).

c. Recognizing DOD interest in personnel stability and NAVPERSCOM (PERS-4) policy on adherence to projected rotation dates (PRDs) to optimize Ph.D. utilization, PRD adjustments outside of the normal window are almost certainly required.

d. In all assignments involving Ph.D. officers and/or Ph.D. billets, assignment officers consult with NAVPERSCOM (PERS-440).

**7. Description of Graduate Education Programs**

a. **Doctoral Programs.** (OPNAVINST 1520.23B refers.) This program allows study at the doctoral level in fields consistent with needs of the Navy, undertaken at NPS Monterey, CA, and for some curricula, at certain civilian education institutions. This program includes those who are continued on from PG programs as well as direct inputs to doctoral level studies.

b. **Postgraduate Programs.** OPNAVINST 1520.23B refers. These programs allow for extension of previous studies at the PG level to meet education skill requirements supporting billet requirements. They are conducted at the NPS Monterey, CA; civilian educational institutions; and DOD-sponsored schools.

c. **College Degree Program for Officers.** BUPERSINST 1520.106 refers. This program is for officers who were commissioned through the Naval Aviation Cadet (NAVCAD) Program, have been selected for augmentation, and have sufficient college credits to enable them to obtain a baccalaureate degree in a period not to exceed 24 consecutive months of study at an accredited civilian institution.

d. **Scholarship Program.** OPNAVINST 1520.24B refers. This program permits selected military personnel to accept deserved honors and relieves the government of some training expenses. Military personnel are authorized to attend school as scholarship students while on active duty, subject to an annual quota and contingent upon sustained professional performance.

e. **Law Education Program.** SECNAVINST 1520.7E refers. This is a fully funded program, which permits board-selected officers to pursue a law degree as full-time students at an accredited law school. Orders under this program are contingent upon an officer's acceptance of the program's obligated service (OBLISERV) and the agreement to change to designator 250X.

f. **Olmsted Scholars**

(1) The Olmsted Scholars Program allows five Navy or Marine Corps officers per year to study overseas. Per CNO memo OP-01A of Oct 89, Olmsted scholars are afforded an opportunity to obtain a United States (U.S.) recognized Master's degree.

(2) Olmsted Scholars are given this opportunity to obtain their Master's degree within the following guidelines:

(a) Olmsted Scholars are afforded an opportunity to complete an U.S. recognized Master's degree either immediately following Olmsted schooling or following an operational tour.

(b) Olmsted Scholars can complete a U.S. recognized Master's degree at NPS Monterey, CA or a civilian university. Officers electing to complete their Master's degrees at a civilian university will bear the educational costs themselves. The Olmsted Scholar Program provides an Advanced Degree Program

Grant (currently \$2500) to assist officers attending civilian universities.

(c) Olmsted Scholars have up to 1 year to complete their Master's degrees at NPS Monterey, CA or a civilian university. Officers who complete their degree requirements stateside will receive a P subspecialty code. Officers who do not complete their degree requirements will receive a G subspecialty code.

(d) Exceptions to the above policy require NAVPERSCOM (PERS-4) approval.

g. **Voluntary Graduate Education Program.** USNAINST 1560.3D refers. A fully funded program, which permits a limited number of highly qualified Naval Academy midshipmen to receive P-coded graduate education from Washington, DC area universities during period covering last semester at the Naval Academy and first 6 months after commissioning.

EXHIBIT 1

UTILIZATION CODE MATRIX FOR SUBSPECIALTY ASSIGNMENT

SITUATION	C,D,M,N,Q,P,F,G	R,S
Key operational tour necessary to maintain career development in warfare specialty	A	A
Education assignment (service college, postgraduate school, etc.)	B	B
Officer is being separated from the Navy	C	C
Billet <b>requires graduate education in same subspecialty field as the officer's subspecialty</b>	D	
Billet <b>requires graduate education</b> in field closely related to the officer's subspecialty	E	
<b>Related</b> assignment utilizing officer's subspecialty in <b>sub-specialty billet</b> not requiring graduate education	G	
<b>Related</b> assignment utilizing officer's subspecialty in a <b>billet</b> that is not subspecialty coded	H	
Officer has more than one subspecialty code and <b>higher priority</b> exists for utilizing SUB 2 or SUB 3	J	J
No subspecialty coded billets available within officer's subspecialty field	X	X

EXHIBIT 1 (Continued)

UTILIZATION CODE MATRIX FOR SUBSPECIALTY ASSIGNMENT

SITUATION	C,D,M,N,Q,P,F,G	R,S
Billet is <b>not</b> a subspecialty coded billet but is considered a higher priority requirement	K	K
Officer without graduate education will be utilizing subspecialty		M
Non-utilization	L	L
Assignment of officer without subspecialty	N	N
Administrative (further assignment purposes)	Z	

## MILPERSMAN 1301-902

### SELECTION FOR FULLY-FUNDED GRADUATE EDUCATION

<b>Responsible Office</b>	NAVPERSCOM	Phone:	DSN	882-4100
	(PERS-440)		COM	(901) 874-4100
	(PERS-45J)		FAX	882-2676

<b>References</b>	OPNAVINST 1520.23B SECNAVINST 1520.8A SECNAVINST 1520.7F OPNAVINST 1520.24B CNETINST 1560.3D COMNAVPERSCOMNOTE 1560 OPNAVINST 1500.72E
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#### 1. Policy

a. Administrative screening and selection boards are utilized to select officers for graduate education. Assignment to any course of study depends on the availability of the individual officer, yearly quotas in the particular curriculum, and agreement by the officer to incur the required obligated service (OBLISERV).

#### b. Administrative Screening for Postgraduate (PG) Education

(1) Administrative screening is required for Unrestricted Line (URL) and Restricted Line (RL) officer (except 14xx and 18xx communities) for selection to PG education.

(2) Administrative screening for Staff Corps PG education pertains only to officer names that do not appear on the current board selected list of PG eligible candidates, and are considered only when banked assets have been exhausted and curriculum input goals cannot be achieved.

#### 2. Screening Requests

a. Formal or informal administrative screening requests for PG education shall be initiated only when the officer

(1) will fulfill a community PG requirement,

(2) has the educational background (or is established on a Naval Postgraduate School (NPS) approved academic improvement

program) which satisfies the entrance requirements for the proposed academic program, and

(3) is considered promotable within the community.

b. In no case will an administrative screen be conducted that does not address a specific community/Navy need.

### 3. Administrative Screening Procedures

a. A PG Education Nomination Form (Exhibit 1) furnished by Navy Personnel Command (NAVPERSCOM), Professional Development Education/Subspecialty Branch (PERS-440) is originated by the assignment officer and forwarded with the microfiche and officer data card (ODC) via the assignment division officer director to NAVPERSCOM (PERS-440B).

b. NAVPERSCOM (PERS-440) then routes the board sheet to NAVPERSCOM, Restricted Line/Staff Corps Officer Distribution/Specialist Branch (PERS-44) for final determination.

4. Selection Procedures for Captain/Commander for Graduate Education. Each potential captain/commander input into a graduate program will be screened.

a. The following officers will do the screening:

(1) The candidate's cognizant division director.

(2) NAVPERSCOM (PERS-440) for determination of requirements.

(3) NAVPERSCOM (PERS-44).

(4) NAVPERSCOM, Distribution Department (PERS-4) (Commander, Naval Personnel Command (COMNAVPERSCOM) for Captains) for final determination.

b. The assignment officer initiates this screen by drawing the candidate's microfiche record, attaching a captain/commander education board sheet (available from NAVPERSCOM (PERS-440)), and routing the package through the appropriate review chain for comment.

c. Final approval from NAVPERSCOM (PERS-4) is required **prior** to nominating the individual for orders.

5. **Curriculum Shifts for Graduate Education.** Curriculum shifts for enrolled officer students are considered only when it is clearly in the best interest of the students and the Navy.

a. Curriculum shifts are limited to the following categories of officers:

(1) When shifting from one technical curriculum to another technical curriculum.

(2) When shifting from a non-technical curriculum to a technical curriculum.

(3) When shifting from a non-technical curriculum to another non-technical curriculum.

(4) When academic difficulty dictates.

b. Staff Corps officers desiring a shift from their board-selected curriculum must request so in writing to their detailer. The detailer then initiates an administrative screening.

c. URL officers desiring to enroll in curricula limited to certain RL, the RL/Staff Corps transfer board must select Staff Corps.

d. Curriculum Shift Procedures:

(1) Upon receiving written request and endorsement letter from officer, NAVPERSCOM (PERS-440B) will forward approval sheet to the assignment branch head for review. The assignment branch head will initial eligibility determination and route sheet to NAVPERSCOM (PERS-440).

(2) NAVPERSCOM (PERS-440) then routes the Board Approval Sheet to NAVPERSCOM (PERS-44) for final determination.

6. **Reporting, Convening and Graduating Dates Policy.** NAVPERSCOM (PERS-44) promulgates reporting, convening, and graduating dates for the various graduate education courses each year. Normally an officer is ordered to report for duty under instruction (DUINS)/duty involving flying denied under instruction (DIFDENINS) not later than 3, nor earlier than 3, working days prior to the class convening date.

a. **Reporting.** Officers ordered for DUINS for postgraduate education will be assigned by COMNAVPERSCOM to report for

administrative purposes to the nearest geographically available naval activity capable of providing this support.

b. **Slating.** NAVPERSCOM (PERS-440) promulgates loading plan quotas required from each assignment section to meet the Navy's requirements. Final slating for each input is completed not later than 6 months prior to the scheduled convening date. Chief of Naval Personnel (CHNAVPERS) is committed to maximum filling of graduate education quotas with quality officers.

c. **Detachment Policy.** The detachment date for graduating officers from education programs is on or before the third working day following graduation. Exceptions to this policy must be approved in advance by NAVPERSCOM (PERS-44).

7. **Graduate Education in English, History, and Physical Education.** No officers will be ordered into full-time, fully funded education programs in support of billets requiring studies in English, History, or Physical Education fields.

8. **Dual Master's Degree**

a. NAVPERSCOM (PERS-44) has final approval authority (on a case-by-case basis) for officers to attend a second fully funded PG education program provided that

(1) the officer has laterally transferred, and

(2) the officer does not have a level "P" or higher subspecialty code that is utilized in the gaining community.

b. Nominations are submitted by the gaining community assignment officer to NAVPERSCOM (PERS-440B) utilizing the Postgraduate Education Administrative Screening Sheet.

c. Officers with Master's degrees obtained at other than Navy expense which satisfy all criteria for subspecialty code assignment are assigned to PG Master's curricula only after all other sources have been exhausted.

(1) The cognizant detailing division director files appropriate documentation of the need to send such an officer in the officer's personal record.

(2) Officers with Master's degrees which were non-Navy funded and which do not meet requirements for coding as a subspecialist at the Master's level are designated a general

P subspecialty code and are eligible for selection and assignment to PG school.

9. OBLISERV Requirements

a. Commencing with the FY-77 input, OBLISERV for full-time graduate education is 3:1 for the length of education through the first year concurrent.

(1) Effective for officers who attend graduate education **after 5 Mar 2002**: "Active duty officers attending fully funded and partially funded Graduate Education during normal duty hours will incur an active duty obligation of **3 years** after completion of education." Affected education programs are NPS, CIVILIAN PROGRAMS associated with NPS, and DC INTERN.

(2) "Concurrent" means that the obligation may be served together with obligation from other programs. "Consecutive" or "additive" means that the obligation is in addition to any prior obligation.

(3) Nuclear trained officers should refer to MILPERSMAN 1520-050 for more information.

a. **Medical Corps Officers.** The Surgeon General has asked that Medical Corps assignment policy reflect **4-year** minimum utilization for specialists. The following distribution policy is effective immediately:

(1) Medical Corps officers awarded a subspecialty code upon completion of residency/fellowship training will be assigned only to appropriately coded billets for a minimum of 4 years. This does not imply that the 4 years must be served at the same duty station.

(2) Beyond this initial 4-year utilization requirement, Medical Corps assignment policy will continue to match billet and officer qualifications, ensuring assignment of best-qualified officers within other current assignment policy constraints.

(3) Exceptions will be granted at the NAVPERSCOM division director's level following prior coordination with Bureau of Medicine and Surgery (BUMED).

b. **Graduating Medical Interns.** All graduating interns (GMOs) will be assigned to an operational tour prior to selection to Graduate Medical Education Level 2 (GME2). Waivers

will be considered on a case-by-case basis. The approving authority for these waivers is NAVPERSCOM (PERS-44).

c. **Determination.** In determining OBLISERV incurred for all other professional development education, specific governing directives listed below must be consulted in each case. The entire period of DUINS status from each date of reporting to date of detachment is used as the basic multiple when computing OBLISERV.

<u>PROGRAM</u>	<u>GOVERNING DIRECTIVE</u>
<b><u>Fully-funded:</u></b>	
Graduate Education	OPNAVINST 1520.23B and current NAVADMIN
Doctoral Program	OPNAVINST 1520.23B
Armed Forces Health Profession Scholarship	SECNAVINST 1520.8A
Law Education Program	SECNAVINST 1520.7F
<b><u>Non-fully funded:</u></b>	
Scholarship/Fellowship Tuition Aid	OPNAVINST 1520.24B CNETINST 1560.3D
<b><u>Professional Development Non-Degree:</u></b>	
White House Fellows	COMNAVPERSCOMNOTE 1560
Navy Federal Executive Fellowship	OPNAVINST 1500.72E
Naval Aviation	MILPERSMAN 1542-010
Naval Nuclear Power	MILPERSMAN 1520-050
Naval Submarine School	MILPERSMAN 1520-030
Surface Warfare Dept Head	MILPERSMAN 1520-040
Line/Staff Transfer	MILPERSMAN 1212-010

d. **Release from OBLISERV.** Upon receipt of a request for resignation or release from active duty (RAD), the assignment officer needs to ensure that OBLISERV arising from education related agreements has been fulfilled, or if it is determined an officer may be separated before the end of OBLISERV, the officer must repay monies on a pro-rated basis prior to final separation.

(1) The waiver of OBLISERV is at the discretion of the Navy and the decision will be based primarily upon current manning levels.

(2) NAVMC 10883 (Rev. 6-97), TA Application Form is found on the member's microfiche number 2, row A.

10. **Processing of Transcripts - Academic Profile Code (APC).**

All transcripts of undergraduate and graduate course work completed by an officer must be forwarded to NAVPERSCOM, Military Records Support Branch (PERS-312F6) with a copy to NPS, Monterey, CA (Code 01B3) at the earliest feasible date following completion of such work.

a. NPS is responsible for assigning APCs to all officers. This code consists of a three-digit number, which describes an officer's academic background. NAVPERSCOM (PERS-440B) uses the APC to determine curriculum eligibility of officers. The APC is derived as follows:

(1) **1<sup>st</sup> digit** - Quality Point Rating (QPR) code representing the cumulative grade averaging on a 0 to 5 scale.

(2) **2<sup>nd</sup> digit** - Math qualifications code on a 0 to 6 scale. The scale is directly keyed to the math requirements for various curricula and completely ordered so that a grade of 3, for example, would satisfy the requirements typified by 3, 4, 5, or 6.

(3) **3<sup>rd</sup> digit** - Technical qualification code on a 0 to 5 scale. This code is used for technical curricula requiring a calculus-based physics sequence for entrance.

(4) The following tables are used to assign the codes:

<b>QPR CODE</b>		
Code No.	Grade	QPR Range
0	A-/A	3.60-4.00
1	B+	3.20-3.59
2	B-/B	2.60-3.19
3	C+	2.20-2.59
4	C	1.90-2.19
5	C-	0-1.89
<b>NOTE:</b> Repeat courses and failures are included in the QPR calculations.		

<b>MATH CODE</b>	
Code No.	Meaning
0	Significant post-calculus math with B average.
1	Two or more calculus courses with B+ average.
2	Two or more calculus courses with C+ average.
3	One calculus course with a grade C or better.
4	Two or more pre-calculus courses with B average or better.
5	At least one pre-calculus course with C grade.

<b>TECHNICAL CODE</b>		
Code No.	Significant Upper Division Courses in Pertinent Physics (Calculus-Based)	Courses in Engineering/Physical Science
0	Ignore	B+ average
1	Ignore	C+ average
2	Complete sequence taken	B+ average
3	Complete sequence taken	C+ average
4	At least one course with	C grade
5	None	
<b>NOTE:</b> Significant coverage includes a major strong minor in a pertinent (ME, AE, EE, physics) discipline.		

b. Example of the assignment and use of AP Codes in determining if an officer is qualified for direct or indirect input:

(1) An officer has an overall QPR of 3.10, has taken pre-calculus courses with grades of A and B, a full year of physics with grades of C and C+, and no engineering courses. The AP Code is 243.

(2) The officer desires to enter a technical curriculum with entrance requirements as follows:

For direct entry: 323  
For indirect entry: 334  
(3 months Engineering Science)

**NOTE:** These codes are unique to each curriculum.

c. The above officer is **not** qualified for entry. Completion of calculus with a C or better via self-study would qualify the officer for indirect entry via Engineering Science.

EXHIBIT 1

POSTGRADUATE EDUCATION NOMINATION FORM

DATE: \_\_\_\_\_ FROM: PERS-\_\_\_\_\_

PURPOSE: ( ) NOMINATION  
( ) INTERCURRIC TRANSFER ( ) TO ( )  
( ) PRD EXTENSION ( ) TO ( )  
( ) OTHER

\_\_\_\_\_/\_\_\_\_\_  
NAME GRADE SSN DESIG  
UNDERGRAD: PG CURRIC PREFERENCE/APC REQUIRED  
MAJOR: \_\_\_\_\_ (1ST) \_\_\_\_\_ / \_\_\_\_\_  
SCHOOL: \_\_\_\_\_ (2ND) \_\_\_\_\_ / \_\_\_\_\_  
APC: \_\_\_\_\_ (3RD) \_\_\_\_\_ / \_\_\_\_\_

(ASSIGNMENT OFFICERS ENSURE CURRENT MICROFICHE & ODC FORWARDED)

PERS-\_\_\_\_\_ APPROVE/DISAPPROVE DH/XO/CO SCREENED \_\_\_\_\_  
(ASSIGNMENT OFFICER) (IF APPLICABLE)  
PERS-\_\_\_\_\_ APPROVE/DISAPPROVE  
PERS-\_\_\_\_\_ APPROVE/DISAPPROVE  
PERS-440B APPROVE/DISAPPROVE  
(GRADUATE EDUCATION PLACEMENT OFFICER)  
PERS-440 APPROVE/DISAPPROVE  
PERS-44 APPROVE/DISAPPROVE  
(FINAL DETERMINATION FOR O-4 AND BELOW)  
PERS-4 APPROVE/DISAPPROVE  
(FINAL DETERMINATION FOR O-5)

## MILPERSMAN 1301-904

### SERVICE COLLEGES

<b>Responsible Office</b>	NAVPERSCOM	<b>Phone:</b>	DSN	882-4100
	(PERS-440)		COM	(901) 874-4100
	(PERS-45J)		FAX	882-2676

<b>References</b>	DODI 1300.20 of 20 Dec 96 10 U.S.C. 661 DODD 1322.6 of 24 Feb 97
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#### 1. General Information

a. Attendance at a Service College is considered a significant milestone in the professional development of a naval officer. This education is designed to enhance the competence of officers with high promotion potential who are selected for attendance. The following documents apply:

(1) MILPERSMAN 1520-010.

(2) The annual Joint Professional Military Education (JPME) Quota Plan (published by Chief of Naval Operations (CNO), Joint and Contingency Matters Branch/Military Personnel Plans and Policy Division (N123J/N13J)).

b. The list of service colleges is provided in Exhibit 1.

#### 2. Policy

a. Navy Personnel Command (NAVPERSCOM) detailing division directors (PERS-41, 42, 43, and 44) include service college fill status in their SITREPS to NAVPERSCOM, Distribution Department (PERS-4).

b. Any officer proposed and accepted by NAVPERSCOM, Professional Development Education/Subspecialty Branch (PERS-440) for service college student quota is not to be detailed unless a replacement is identified and specifically approved by NAVPERSCOM (PERS-440).

3. **Assignment Goal for Senior and Intermediate Service Colleges.**

Chief of Naval Personnel (CHNAVPERS) is committed to filling 100 percent of service college quotas with quality officers. The goal of CHNAVPERS is to ensure that

a. 25-35 percent Unrestricted Line lieutenant commanders (LCDRs) attend intermediate service college.

b. 35-45 percent Unrestricted Line Captains (CAPTs) attend senior service college. (At least 50 percent will have attended the Naval War College.)

4. **Assignment Policy for Joint Professional Military Education (JPME).** 10 U.S.C. 661 directs the Navy fill 50 percent of Joint Duty Assignment List (JDAL) billets each fiscal year with Joint Specialty Officers (JSOs) and JSO nominees.

a. Of that 50 percent, 12.5 percent may be made up of Unrestricted Line officers without JPME. The remaining 37.5 percent must be either designated JSOs or graduates of both Phase I and Phase II JPME.

b. To build the inventory of JSOs and to meet the Navy's 10 U.S.C. 661 requirement, assignment officers shall strive to assign at least 50 percent of JPME Phase I students (graduates of Army, Air Force, Navy, and Marine Corps service colleges) into joint follow-on assignments, to include JPME Phase II as an intermediate stop.

(1) Per DODI 1300.20, normal sequencing to qualify as a JSO requires that officers must first complete an approved professional joint education (earn JPME Phase I and JPME II credit) and subsequently to receive credit for a full Joint Duty Assignment (JDA).

(2) Officers in grades O-6 and below with a Critical Occupational Specialty (COS) - warfare/combat designators - are exempt from the normal sequencing and may qualify for JSO designation after a 2-year initial JDA followed by completion of Professional Joint Education.

(3) Officers who meet the sequencing provided in above paras. 4b(1) and 4b(2) shall automatically be considered to have been nominated for JSO. Officers nominated for JSO under these provisions will be identified semi-annually by NAVPERSCOM, Special Assistant for Joint Matters (PERS-45J) and forwarded for approval by Secretary of Defense (SECDEF).

c. To the maximum extent that career timing may allow, JPME Phase I and Phase II should be viewed as en route training for a joint tour. To most effectively use the Navy's limited Phase I and Phase II quotas, a concerted effort is needed to identify officers for joint follow-on duty as early as possible in the professional military education training process. **NOTE:** Logical candidates for JPME Phase II are officers with projected rotation dates (PRDs) within 1 month of the start of the Phase II class, who have completed Phase I training but have not completed Phase II training or a joint tour.

d. NAVPERSCOM (PERS-45J) will assign Phase II quotas and provide class date information to assignment and placement officers.

**5. Assignment Policy for National Defense University (NDU).**

10 U.S.C. 661 directs the assignment of all JSOs and a high proportion (greater than 50 percent) of all other officers graduating from NDU (Industrial College of the Armed Forces (ICAF) or National War College) to joint duty as their next assignment. The joint duty assignment can be deferred for some officers with SECDEF approval.

a. Joint duty is defined as an assignment that is identified by the Joint Duty Assignment List (JDAL). The list of qualifying assignments is published by Office of the Secretary of Defense (OSD) and is referred to as the JDAL. Joint billets are identified with a billet Additional Qualification Designator (AQD) of JD1 (non-critical joint billet) or JD2 (critical joint billet and requires fill by JSO).

b. Prior to assignment to NDU, detailers shall indicate to NAVPERSCOM (PERS-440) the joint follow-on assignment expectation for each proposed student. NAVPERSCOM (PERS-440) shall provide this information to NAVPERSCOM (PERS-45J) to aid in tracking and planning follow-on assignments to comply with statutory requirements.

c. At least 6 months prior to graduation, detailers will provide inputs to NAVPERSCOM (PERS-45J) of follow-on assignment to comply with statutory requirements.

d. At least 6 months prior to graduation detailers will provide inputs to NAVPERSCOM (PERS-45J) of follow-on assignment plans for each student.

6. **Eligibility**. Service college programs are for selected active duty (regular and reserve), Selected Reserve, Inactive Reserve, and Training and Administration of Reserves (TAR) officers in grades of commander (CDR) and CAPT for senior service colleges, and in the grade of LCDR for intermediate service colleges, or limited duty and warrant officers not warranted or essential for effective performance in future assignments.

7. **Service College Assignment**. CNO (N123J/N13J) promulgates the JPME Quota Plan, which directs the necessary distribution of Navy officers to the various service colleges. The Joint Chiefs of Staff (JCS) mandates the level of participation of naval officers at other military service colleges according to statutory requirements for those institutions to maintain joint accreditation.

a. Quotas to a Service College are distributed among various detailing communities per community inventory and representation on the JDAL.

b. Officers shall be assigned to service colleges per the JPME Quota Plan and community inventory.

c. The following minimum qualifications must be met for an officer to be assigned to a service college:

- (1) Less than 22 years maximum service. (There is no maximum age.)
- (2) Minimum rank of O-4 select for junior course.
- (3) Minimum rank of O-5 select for senior course.
- (4) Undergraduate degree from an accredited institution.
- (5) Personal desire to attend.
- (6) Ability to perform and contribute at the graduate level.
- (7) Community recommendation.
- (8) Potential for continued leadership/management growth.
- (9) Potential to promote. (Failure of selection disqualifies an officer from attending.)
- (10) Follow-on joint duty potential.

d. Waiver approval rests with NAVPERSCOM (PERS-44) override authority maintained by NAVPERSCOM (PERS-4).

8. **Service College Selection.** Service college selection for Unrestricted Line, Restricted Line, Civil Engineering Corps, and Supply Corps officers is made in conjunction with selection for promotion to the ranks of LCDR and CDR.

a. **Selection Period.** Officers remain selected for a service college until they fail selection to the next higher rank.

(1) A percentage of the officers selected for promotion to LCDR and CDR are selected for intermediate and senior service colleges respectively.

(2) All officers selected for promotion to Captain are considered to be selected for senior service college.

(3) Indication of an officer's selection for service college attendance is placed in Block 53 of the Officer Data Card (ODC).

b. **Administrative Screening**

(1) Officers proposed to a service college who were not selected by board action for service college attendance will be administratively screened. Respective community detailers nominate non-board-selected officers to NAVPERSCOM (PERS-440) for administrative review.

(2) CNO strongly supports the importance of senior service college attendance as a significant milestone in the professional development of a naval officer. In the long term, CNO desires that only our top performing officers, primarily post-command officers, attend regular senior service college programs.

(a) The overall objective is to develop a cadre of professional naval officers who are able to plan for and execute employment of naval forces in support of national objectives.

(b) To ensure that officers attending senior service college demonstrate the potential to provide intellectual leadership and sound judgement at the highest levels of defense, all nominations for senior service college shall be administratively screened within NAVPERSCOM before final

assignment. Nominees for these programs must be the highest quality officers.

(3) Officers intimately familiar with the subjective and objective requirements and standards of service colleges conduct the administrative review. NAVPERSCOM (PERS-440) will normally act as the final approving authority for administrative reviews.

(a) NAVPERSCOM (PERS-44) shall act as the final approving authority for all administrative screenings where the minimum qualification requirements for assignment are in question. (See para. 7.)

(b) Assignment division directors may appeal to NAVPERSCOM (PERS-4) to override initial assignment decision when circumstances warrant further review.

## 9. Service College Descriptions

a. **Naval War College.** The mission of the Naval War College is to enhance the professional capabilities of its students to make sound decisions in both command and management positions, and to conduct research leading to the development of advanced strategic and tactical concepts for the future employment of naval forces. Courses available include the Naval Warfare Course and Naval Command Course for senior officers, and the Command and Staff Course for LCDRs.

### b. **National Defense University**

(1) National Defense University (comprising National War College and the ICAF) is involved with the development of officers for the exercise of joint high-level policy and staff functions. Focus is placed on the study of interdependence of the factors of national power, as well as the economic and industrial aspects of national security and resource management.

(2) Officers may attend the National War College or the ICAF only if their effective date of promotion to the grade of CDR falls on or before 1 August of each respective academic year. This policy ensures the desired level of seniority for students attending these institutions, thereby enhancing the overall educational experience.

c. **Joint Forces Staff College (JFSC).** The mission of JFSC is to educate and acculturate joint and multinational war fighters to plan and lead at the operational level of war. JFSC instructs students on the integrated strategic deployment,

employment, and sustainment of joint forces. Two JPME Phase II courses are available. A senior level course is provided for all O-6s and those O-5s who are graduates of a senior level service college. An intermediate level course is provided for all O-4s and those O-5s who are graduates of an intermediate level service college.

**d. Other Service College**

(1) Assignment of naval officers to sister service colleges is critical to achieving the joint diversity required for each institution to maintain its JPME accreditation status.

(a) As the institution authorized to grant JPME accreditation, the JCS has directed that the seminar mix for both junior and senior service institutions should include at least one officer from each of the two nonhost military departments.

(b) Per the 1996 Defense Appropriations Act, section 8084, senior level courses must have a minimum of 20 percent non-host military department student representation across their United States (U.S.) military student body. The JPME Quota Plan promulgated by CNO (N123J/N13J) is based on annual JCS direction that distributes quotas among the various sea service components, Navy, Marine Corps, and Coast Guard.

(2) Navy officers shall be assigned to the Air Force, Army, and Marine Corps service colleges per the JPME Quota Plan.

(3) Unrestricted Line officers shall be assigned to various Foreign Service colleges where professional military education exchange and country-to-country agreements have been established. Quotas for Foreign Service colleges shall be incorporated into the JPME Quota Plan.

(4) Officers attending a Foreign Service college should have potential for a utilization tour in the country or area to which they are assigned. Officers must be sufficiently fluent in the language of the host country to undertake the course of instruction. Preparatory language training may be provided if necessary.

10. **Number of Service College Tours.** Normally, an officer is assigned to only one service college at a given level; however, a very limited number of officers may attend more than one course at the senior level. **NOTE:** Attendance at an intermediate service college is not a prerequisite to selection or attendance at a senior service college, nor does attendance at an

intermediate service college preclude later assignment to a senior level course.

11. **Deferrals of Service College Assignment/Assignment Priority.**

Selected officers normally are slated to attend a service college, at or near their current PRD, during the 5-year period following selection. Certain types of duty, however, could cause deferral in attending.

a. For senior service college, prospective assignment to command, or executive officer (XO) (screened) billets are examples of operational duty, which could cause deferral.

b. For intermediate service college, cause of deferral would be duty as commanding officer (CO)/XO/department head, postgraduate education (if conflicting), and certain high priority shore duty assignments including the first postgraduate utilization tour. Where deferral is necessary, attempts will be made to assign selectees to service colleges immediately after the deferral assignment.

12. **Obligated Service (OBLISERV) for Service Colleges**

a. Officers accepting orders to U.S. service colleges incur an active-duty obligation of 2 years, commencing upon completion of the course of instruction. Education beyond 1 year is subject to a two-for-one "pay-back." The period of OBLISERV required for a service college is additional to any other OBLISERV, which may have been incurred previously.

b. No OBLISERV is incurred by attendance at an international service college or JFSC; however, a member will incur a 2-month obligation for each month of language training if provided in preparation for assignment to a Foreign Service college.

13. **Fellowship Programs.** Participation in prestigious fellowships, such as the Federal Executive Fellowship, White House Fellowship, Secretary of Defense Fellowship, and the Legislative Fellowship is considered equivalent to attendance at a service college at the level commensurate with the officer's grade. While JPME credit was previously granted for participation in certain fellowship programs, as per JCS guidance, no credit will be granted for completion of an intermediate-level fellowship after academic year 1996-97 or for a senior-level fellowship after academic year 1998-99.

a. Policy and selection procedures are contained in various program specific instructions.

b. OBLISERV requirements for fellowships is governed by DODD 1322.6 which states that recipients of fellowships must serve on active duty after completion of their education or training for a period at least three times the length of the period of the education or training.

**EXHIBIT 1**

**SERVICE COLLEGE LIST**

**DOMESTIC SERVICE COLLEGES:**

<b>Senior</b>	<b>Junior</b>
College of Naval Warfare	College of Naval Command and Staff
Air War College	Air Command and Staff College
Army War College	Army Command and General Staff College
Industrial College of the Armed Forces	Marine Corps Command and Staff College
National War College	
USMC Top Level School	

**FOREIGN SERVICE COLLEGES:**

<b>Senior</b>	<b>Junior</b>
Argentine National Defense School	Argentine Naval War College
Australian College of Defense and Strategic Studies	Australian Command and Staff College
Indian National Defense College	Brazilian Naval War College
Inter-American Defense College	Canadian Forces Command and Staff College
Japanese National Institute for Defense Studies	Chilean Naval War College
NATO Defense College	French College Interarmees de Defense
Norwegian National Defense College	German General/Admiral Staff College
Pakistan National Defense College	Indian Defense Service Staff College
Royal College of Defense Studies	Italian Joint Staff War College
	Japanese Maritime Self Defense Force Staff College
	South African Navy C&S College
	U.K. Joint Services Command and Staff College
	Spanish Naval War College
	Uruguayan Naval War College
	Venezuelan Naval War College