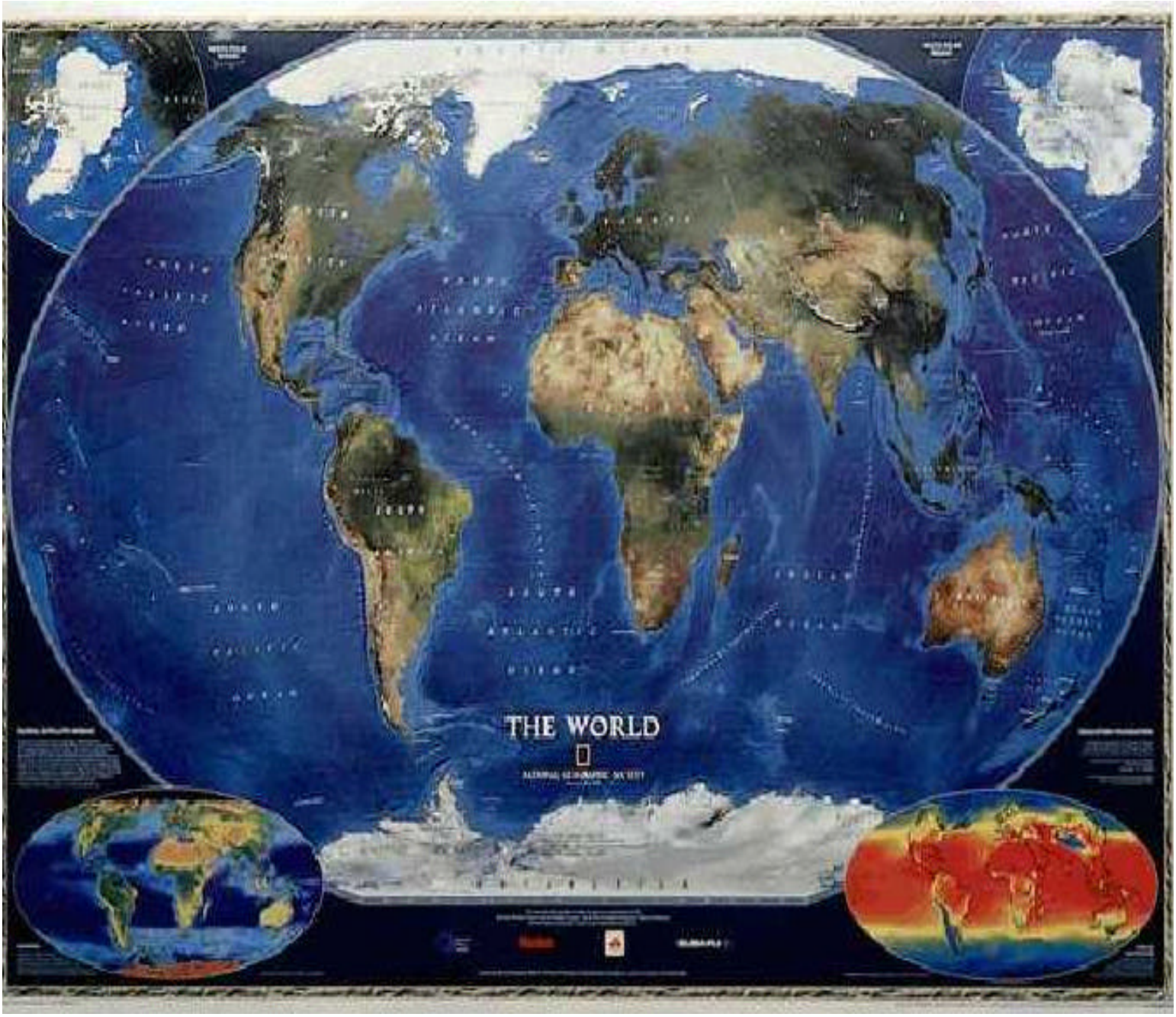
# OFFICER TRANSFER MANUAL




NAVPERS 15559B

COGNIZANCE/INTEREST OF RESPONSIBILITY WITHIN OPNAV/BUPERS FOR
REVIEWING AND SUBMITTING CHANGES TO THE
OFFICER TRANSFER MANUAL

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PROCEDURES FOR SUBMITTING CHANGES TO THE OFFICER TRANSFER MANUAL.

All recommended changes to the Officer Transfer manual shall be sent to PERS-451 for approval by the cognizant code/N13 as required and entered into the Manual.

1. Changes that directly affect policy must be approved by N13 prior to implementation. Only those changes recommended by the cognizant code will be forwarded to N13 for approval.
2. Changes that affect procedures and administrative changes must be approved by the appropriate cognizance code listed above and the associated division director.
3. Figure COG-1 will be used to staff recommended changes to the Officer Transfer Manual.
4. Recommended changes from the fleet shall be sent to PERS-451 at the address below. PERS-451 will route recommended changes to the cognizant codes.

NAVY PERSONNEL COMMAND
PERS-451
5720 INTEGRITY DRIVE
MILLINGTON TN, 38055-0000

**OTM CHANGE REQUEST**
**Complete one request for each article.**

| | | | |
|---|---|---|---|
| From: (Office/Command requesting change) | | | |
| Originator: | POC Name: | POC Phone: | Date: |
| To: NAVY PERSONNEL COMMAND (PERS-451) | | | |
| Via: (Office responsible for article) | | | |

| | |
|---|---|
| ☐ CHANGE OTM Article # | Article Title: |
| ☐ NEW Recommend new article follow OTM Article # | Article Title: |

Reference requiring this submission (Law, Regulation, Conference, Directive, Message, etc.):

Complete Summary of Changes (*provide exact wording to be used on official OTM Change Summary*):
Attach additional pages as needed

**INTERESTED PARTY CLEARANCES REQUIRED**
**(Cognizant office must obtain chops prior to submission to PERS-451)**

| | | | | | |
|---|---|---|---|---|---|
| Originator: | Initials: | Date: | N13 for policy changes: | Initials: | Date: |
| Cognizant Code: | Initials: | Date: | Cognizant Code Div/Dir: | Initials: | Date: |

**AUTHORIZED SIGNATURE**

| | | |
|---|---|---|
| Staff Office Director/ACNPC: | ORG Code: | Date: |

The changes to the Officer Transfer Manual included in Change No. 01-02 are effective upon receipt unless otherwise indicated.

J. M. ADAMS
Director, Distribution Management,
Allocation, Resources and Procedures
Division

| ARTICLE | INCORPORATED BY | DESCRIPTION |
|---|---|---|
| **Cognizant Listing** | | |
| Chapter 3 | PERS-451 | Revised PERS codes. |
| Chapter 5 | PERS-451 | Revised PERS codes. |
| Chapter 6 | PERS-451 | Revised PERS codes. |
| Chapter 9 | PERS-451 | Revised PERS codes. |
| Chapter 10 | PERS-451 | Revised PERS codes. |
| Chapter 11 | PERS-451 | Revised PERS codes. |
| **Chapter 2** | | |
| 2.14 | PERS-451 | Deleted BI/SBI investigations. |
| 2.16 | PERS-451 | Revised reference to SECNAVINST 5510.30 vice OPNAVINST 5510.1. |
| **Chapter 3** | | |
| 3.3 | PERS-451 | Clarified extension requests. |
| 3.5 | PERS-451 | Revised PERS code. |
| **Chapter 4** | | |
| 4.5 | PERS-451 | Added OPNAVINST 1300.15 on FMF tours. |
| FIGURE 4-1 | PERS-451 | Updated country tour lengths to match DOD Directive 1315. |
| **Chapter 5** | | |
| 5.18 | PERS-451 | Revised PERS codes. |
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| 5.32 | PERS-451 | Revised PERS codes. |
| 5.33 | PERS-451 | Revised PERS code. |
| **Chapter 6** | | |
| 6.1 | PERS-451 | Revised reference to SECNAVINST 5510.30 vice OPNAVINST 5510.1/ updated investigation info. |
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CHAPTER 1

OFFICER DISTRIBUTION OVERVIEW


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# CHAPTER 1

## OFFICER DISTRIBUTION OVERVIEW

### 1.0 INTRODUCTION.

The Deputy Chief of Naval Operations (Manpower & Personnel) (DCNO (M&P)) is the single point of contact at the Washington Headquarters level for all matters relating to the distribution of Naval personnel. The Navy Personnel Command (NPC), located in Millington TN, performs officer and enlisted personnel distribution and career development functions in support of the mission of the Chief of Naval Operations (CNO).

### 1.1 MISSION.

The mission of officer-related divisions of the Distribution Department (PERS-4) is threefold:

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

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

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

### 1.2 BACKGROUND.

The manpower and personnel policies pertaining to the officer corps are driven by requirements. These requirements are determined by the CNO, acting through the Deputy CNO for Manpower, Personnel and Training (N-1). In turn,

1. NPC 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.

2. The Deputy Commander Navy Personnel Command (DCNPC) for Distribution (PERS-4) maintains and manages the inventory of officer personnel through the distribution process. With respect to officer personnel policies, PERS-4 works closely with the Military Personnel Plans and Policy Division (N13), who has primary responsibility for development of personnel policies and plans in support of Navy Forces.

## 1.3 TRIAD OF DETAILING.

Each duty assignment is governed by the "Triad of Detailing," which includes (1) the needs of the Navy, (2) the career needs of the individual and (3) the desires of the individual. Assignment officers consider these three areas before determining an officer's assignment.

1. NEEDS OF THE NAVY. The 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).

a. 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.

b. 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:

(1) Time-On-Station (TOS) of incumbent;

(2) TOS of relief;

(3) Retainability of relief;

(4) Minimum Tour for Separation (MTS) of incumbent;

(5) Permanent Change of Station (PCS) costs;

(6) Completion of Department of Defense (DoD) tour;

(7) Utilization of specialized training.

c. NO OTHER OPTIONS ASSIGNMENTS. Due to high priority "needs of the Navy" requirements, some officers are assigned to billets often 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. 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 (Figure 1-1) to PERS-4 for signature. 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. 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."

2. QUALIFICATIONS AND 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.

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. Career development information for all officer communities is contained in the annual career issue of Perspective (NAVPERS 15892). Perspective is the professional development bulletin of the Navy officer community, and is published by Navy Personnel Command (PERS-05).

3. DESIRES OF THE INDIVIDUAL

a. 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.

b. 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.

## 1.4 PERSONAL CONTACT AND ASSIGNMENT COMMITMENTS.

It is the policy of NPC 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 assure the three components of the Triad of Detailing are balanced and maintained in perspective.

1. Officer Preference and Data Cards. As a minimum, officers should submit an Officer Preference and Personal Information Card (NAVPERS 1301/1) to their assignment officers 12 months prior to Projected Rotation Date (PRD), or as circumstances change per MILPERSMAN 1301-030. This document is converted

to a data base in the Officer Assignment Information System 2 (OAIS2), which is used by both assignment and placement officers in the detailing process. Additionally, officers are forwarded annually an Officer Data Card (ODC), NAVPERS 1301/51 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. Some of the OMF data is also printed on the Officer Summary Record (OSR) and used for selection boards. See NAVPERS 15839I or series, Volume II for the ODC review schedule and correction procedures.

2. Detailer's File. Assignment officers maintain a detailer's file containing items of interest on each constituent. 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. The detailer maintains a record of correspondence, personal visits and telephone calls on the personal/assignment correspondence screen of OAIS2. 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. 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.

3. Recording Communications with Constituents in the Detailer's File and OAIS2. 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 commitment 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 OAIS2.

4. Follow-on Assignment Commitments. Assignment officers may make a commitment for a follow-on assignment to officers being detailed to "hard-sell" 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.

5. 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 he/she still

refuses sea duty or takes any action which would prevent his/her qualification for a subsequent sea duty assignment, warfare qualification revocation advisement actions will be taken by the appropriate assignment division. An official letter (Figure 1-2) 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. Such notification will be signed by the division director and a copy of the letter filed in the officer's personal folder of the detailer's file.

6. DETAILER FIELD TRIPS. PERS-4 will release a PERSONAL FOR message to all senior commanders in the field trip area. Detailer field trip team leaders prepare a draft message for PERS-4's signature two weeks prior to the scheduled trip dates. 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 CNPC representatives.

a. N13 provides 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.

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

c. 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.

d. Detailer trip reports (Figure 1-3) will include a brief statement summarizing interface conducted with N13 counterparts.

7. SURVEY DATA. The Navy Retention/Separation Questionnaire (OPNAV 1910/5) has a direct impact on the distribution process. The results from this survey often form the basis for new initiatives in military personnel policy or lend support to existing policy with documented data. Procedures for completing the questionnaire are contained in OPNAVINST 1040.8 (series).

## 1.5 OFFICER DISTRIBUTION PROCESS.

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). The placement officer at NPC represents the commands under his/her cognizance in the

distribution process. Placement officers are charged with the responsibility of properly executing the policies of NPC and ensuring the best match between billet requirements and officer qualifications. 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 the career needs and personal interests of each officer are served fairly. Distribution is made on a career community basis.

1. 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. The common cue for action is an officer with an approaching PRD. The assignment officer recognizes that this officer will soon be available for a new assignment and will need to be proposed. Placement officers review billets within their areas of responsibility. They identify billets staffed by incumbent officers who have approaching PRDs. Collectively, these billets represent the pool of billets to which officers must be assigned. The billet incumbents represent the pool of officers who need new assignments. Except where unusual circumstances dictate, these actions are taken through OAIS2 and performed in the order shown:

a. Gaining placement officer posts billet for fill

(1) The Online Distribution Ad Hoc Information (ODIS) query system 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 nine to twelve 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 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 that 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 PERS-4. Excess billets on board ship will be posted for in accordance with current policy. Whenever a Long-Range Training and Requirements Plan (LORTARP) or other document is received from a command, the placement officer ensures that his/her 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

(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 a placement officer receives a proposal via OAIS2 in advance of an approved board sheet, he/she 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, the placement officer leaves the proposal on his/her action queue for a period of not more than five working days, after which, hearing nothing to the contrary, he/she assumes concurrence by the gaining command and processes order documents to send the proposal to losing placement review.

(e) Training tracks will be constructed in accordance with 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 CNO or Commander, Naval Education and Training (CNET) for each billet will be funded by NPC.

(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) Rejected proposals are paralleled by a phone call or visit to the originating detailer.

(3) Makes incumbent available for transfer.

(a) Officers will be made available for transfer as soon as their reliefs have been accepted and orders processed through OAIS2. 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 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.

(b) The availability of an officer at a command will not be postponed for any reason without a timely, written request from that officer or his/her command, and approved by the assignment officer 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.

(c) 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.

d. 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 OAIS2, 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 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 according to the policy stated above or will be forwarded for resolution to the first common superior in the NPC 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.

e. Assignment officer completes orders and forwards for review and transmission.

2. Control of the Assignment/Placement Interface

a. During the above cycle, an officer is considered under the control of the placement officer from the time he/she is proposed and accepted for a new assignment until the time he/she is made available for transfer. During the rest of the cycle, he/she is considered under the control of the assignment officer. When an officer is under the control of either the assignment or placement officer, his/her status is not changed (e.g., availability canceled, PRD changed, or assignment canceled) without the concurrence of the controlling officer. 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 two weeks (10 working days) for face-to-face turnover.

b. 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, availability’s 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 that the situation and officer's status permits.

3. URGENT REASSIGNMENT ACTION (URA). When the urgency of filling a billet justifies the reassignment of an officer in advance of his/her normal rotation date without a relief, the placement officer owning a billet that must be filled will initiate an URA using the form in Figure 1-4. 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, six months from transfer, or as directed by PERS-4.

c. Orders will be prepared in the normal manner.

4. 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). 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 and/or DoD tour length requirements are involved, then the assignment officer may periodically review these cases to confirm that the conditions which prevented reassignment are still valid.

5. OFFICERS UNDER THE CONTROL OF ASSISTANT CHIEF OF NAVAL PERSONNEL FOR MILITARY PERSONNEL PERFORMANCE AND SECURITY (PERS-8). When notified by PERS-834 via NAVPERS 1611/4 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 PERS-8. If

months or more elapse with no further notification from 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 NPC. Upon receiving written notification from PERS-834 that the Secretary has directed an officer's discharge, PERS-813C will:

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

b. Prepare separation order with copies to both placement officer and detailer.

c. If authority to separate an officer is received by PERS-813C prior to the 15th of the current month, separation orders will indicate the current month.

d. If authority to separate an officer is received after the 15th of the current month, separation orders will direct separation 15 to 20 working days hence.

1.6 NAVY MANNING PLAN FOR OFFICERS (NMPO).

1. The Navy Manning Plan for Officers (NMPO) was developed as a replacement for the Officer Manning Plan. The objectives of NMPO are to decentralize the detailing process, eliminate the need for manpower claimants to designate "gapped" billets, and to fair-share officer inventory across requirements. The NMPO is created annually by PERS-452 and distributed to all placement desks.

a. Decentralization of the detailing process allows greater flexibility and authority for officer placement and the activity being manned.

b. Manpower claimants no longer designate billets to be "gapped," leaving activities to determine which billet(s) can be left vacant with the least impact on its mission within the constraints of available inventory and the NMPO allocation plan.

c. The fair-share of officer inventory to billet requirements is based on the projected number of rotating officers that will be available to fill vacant billets (i.e., new, vacant or relief billets) during the period covered by the NMPO.

2. The following rules apply in order to make NMPO work:

a. Officers will not be ordered into excess or invalid billets, nor will billets be filled with more officers than the Billet Authorization (BA) allows, other than for normal reliefs, unless specific written approval from PERS-4 is obtained.

b. Placement officers will not post billets more than twelve months in advance of expected fill dates.

c. Placement officers will not fill more billets at an activity than those authorized by NMPO. (Activities will always want 100 percent of the billets filled. If this were to happen, some activities could be so severely undermanned they would be unable to perform their missions.)

d. Placement officers are responsible to ensure activities are not manned above NMPO designated fill levels. For those activities filled above NMPO levels, placement officers will coordinate with the affected command to identify and reassign officers to maintain the NMPO fill level. PERS-45 monitors placement officers to ensure compliance with NMPO.

e. Billets posted for fill with designators of 1000 or 1050 will be reviewed by PERS-452 for a Billet Fill Decision (BFD) and forwarded to the assignment branch designated for the fill. 1000-coded billets will be filled by URL officers. 1050-coded billets will be filled by warfare-qualified URL officers. BFDs will be made based on available inventory of subspecialists and NMPO fair share. Recommendations by placement officers will be considered but are not to be construed as mandatory directions for fills.

3. Assignment of Officers in Excess of Manpower Authorization:

a. Officers are not assigned in excess of manpower authorization without PERS-4 written approval. Billets proposed in excess of manpower authorization are automatically routed to PERS-452 prior to being input to the Placement Posting Slate. Placement officers will keep PERS-452 informed of the reasons required for each posting. PERS-452 screens these postings on behalf of PERS-4 in order to approve simple technical conflicts (e.g., billet file changes). A screening sheet for assignment of an officer in excess (Figure 1-5) is submitted by assignment and placement officers via PERS-45 to PERS-4 for resolution of more complicated assignments.

b. Officers (other than prospective warfare designated trainees) are not "stashed" without PERS-4 approval. Prospective warfare designated trainees may be assigned in excess to BA at the rate of one per ship or 105 percent of BA, whichever is greater.

c. Officers (other than warfare designated ensigns) who become "In Excess" following a billet cut are brought to the attention of PERS-4 by placement via the cognizant assignment officer. Assignment officers then submit alternative courses of action for reassignment of the officer concerned.

## 1.7 FLAG LEVEL REVIEW OF AN OFFICER'S ASSIGNMENT.

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

1. A request for a Flag Level review may be made only by officers in command and only after prior attempts to reach a solution by consulting with the appropriate assignment branch head and division director have been exhausted.

2. If resolution cannot be achieved at the Division Director level, a request for a Flag Level review may be submitted in either message or letter format to Assistant Commander, Navy Personnel Command for Distribution (PERS-4), with information copies to the chain of command. The minimum information required from the Commanding Officer requesting the Flag Level review is the member’s name, social security number, specific reasons the Commanding Officer believes the member was unfairly treated, the results of the command's discussions with the appropriate assignment Branch Head and Division Director, and any additional information considered pertinent. Commands will be informed if the Flag Level review request does not contain all of the necessary information and the request will be held in abeyance until the command submits the required correspondence. Flag Level reviews will be conducted only when the command supports the individual’s case.

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

4. PERS-45 will investigate the circumstances surrounding the assignment issue and recommend appropriate action to PERS-4 via the cognizant Division Director.

5. PERS-4 will respond to the authority requesting the Flag Level review, providing results of the review. The cognizant Division Director will be provided a copy of the response, and the case file will be retained by PERS-45.

1.8 INFORMATION RELEASE/REVIEW. (COMNAVPERSCOMINST 5000.27, Section 4240 and SECNAVINST 5211.5 (series) apply; NPCINST 5720.7 (series) promulgates policy with regard to release of information from NPC)

1. SERVICE RECORD INFORMATION. Officers attached to PERS-4, in acting as agents of CNPC, are entrusted with authority to review service records of officers. Indiscriminate use of records for detailing purposes will be avoided. Officers not attached to PERS-4 may NOT review records other than their own, unless they have a specific need to know in accordance with their duties. PERS-06 should be consulted in these cases. Officers attached to PERS-4 may NOT show/provide records to officers outside PERS-4, except a constituent may be shown his/her own record by the assignment officer.

a. CNPC has 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 NPC spaces.

b. Personnel assigned to 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 PERS-4. PERS-06 is charged with Privacy Act coordination within NPC.

c. Authority for exceptions to these policies must be obtained from CNP via the appropriate chain of command.

d. PERS-31 is the responsible agent for all fitness report information at NPC, both automated and in the official military personnel record (microfiche). PERS-3 should be included in the approval process for dissemination of all fitness report information, whether aggregated or specific, to personnel outside NPC.

2. STATISTICAL LISTINGS OF PERSONNEL. 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 PERS-4 to any individual or agency external to NPC requesting them. 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. Requests for military and personnel strength data must be referred to PERS-81. No such data may be released by an officer assigned to PERS-4. PERS-4 has authority to grant exceptions to these policies and authorize release of information.

FIGURE 1-1

SAMPLE LETTER OF EXPLANATION FOR NO OTHER OPTIONS ASSIGNMENT

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 the 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. PERS-313 will ensure this memorandum for the record is entered on the appropriate microfiche.

(PERS-4 signature)

Copy to:
Officer
Appropriate NPC Assignment Division
PERS-313

FIGURE 1-2

SAMPLE WARFARE REVOCATION ADVISEMENT LETTER

From: 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 in accordance with the provisions of reference (b).

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

(PERS-4__ signature)

Copy to:
CO,

FIGURE 1-3

STANDARD DETAILER FIELD TRIP REPORT FORMAT

MEMORANDUM FOR ASSISTANT CHIEF OF NAVAL PERSONNEL 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 are 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 NPC/OPNAV divisions.

5. Calls made to Flags and Commanders.

6. Summary/general comments:

/s/ Senior Trip Member

FIGURE 1-4

URGENT REASSIGNMENT ACTION (URA) REQUEST

DATE:

From: PERS-
To: PERS-4
Via: PERS- Gaining Placement Div Director
PERS- Assignment Div 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 _____

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

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: _____
_____
Proposed relief is: (Name/SSN/Grade/Desig)
Billet/Grade/Desig:
Duty Station:
PRD:

Remarks _____

Why was this officer selected? _____

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

What assignment branch has fill behind responsibility? _____
What is prognosis of fill? _____

6. Losing placement division director's comments: _____

7. PERS-4 decision: Approve _____ Disapprove _____
Comments: _____

FIGURE 1-5

SCREENING SHEET FOR ASSIGNMENT OF OFFICER IN EXCESS

Date:_____

From: _____ (Assignment or Placement Branch)

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 _____ Request Addt'l Info _____
Comments:

.....
PERS-4 Approve _____ Disapprove _____ See Me _____

(Return to originator with copy to PERS-45 after PERS-4 action)

CHAPTER 2

ORDERS AND SPECIAL REQUIREMENTS


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CHAPTER 2

# ORDERS AND SPECIAL REQUIREMENTS

## 2.0 ISSUANCE OF ORDERS. (MILPERSMAN 1320-030 refers)

Orders for Naval officers are issued and approved by Commander Navy Personnel Command (CNPC), or commands authorized by CNPC. Only CNPC can delegate authority to field commands to issue orders and such authority is limited to specific types of orders. Orders are classified into standard accounting category codes according to the type of orders (Fig 2.1 refers). Commands delegated authority will forward weekly serialized lists to NPC (PERS-4) of all orders issued.

1. Officers should be informed of impending reassignments and new duty stations at least three to six months in advance of the anticipated detachment date, with 60 days notice the absolute minimum. Notification may take the form of a telephone call, letter, message or actual receipt of orders. Reassignment orders should be in hand without delay once member has been notified. In those cases where detachment date is uncertain, the earliest feasible date will be assumed for purposes of notification. Should circumstances prevent meeting the 60 day notification minimum, approval of the assignment division director is required. This minimum notification policy does not apply to initial orders from a training command (including attrites), order modifications, orders that are predicated upon attaining a level of qualification, decommissioning, and orders issued for the convenience of the officer concerned.

2. Officers being transferred must meet applicable physical standards and are expected to perform the duties to which they are being assigned. To ensure this occurs, officers’ health records (medical and dental) will be screened by the command’s Medical Department to determine physical qualifications for transfer. Members ordered to remote or isolated duty stations and sea duty must also have no medical or dental defects which are likely to require extensive or prolonged treatment. Priority for needed medical or dental treatment must be given to individuals scheduled for such assignments to meet the anticipated transfer date. See manual of Medical Department, NAVMED P-117 Article 15-30 for specific guidance.

## 2.1 TYPES OF ORDERS. (MILPERSMAN 1320-010 refers)

1. Change of duty orders are orders which detach an officer from one duty station and assign him/her to another station. The type of duty from which an officer is detached or assigned may be either permanent or temporary:

a. PERMANENT CHANGE OF STATION (PCS) ORDERS. (Joint Federal Travel Regulations (JFTR), Volume 1, Appendix A, refers.) PCS orders assign, detail or transfer a member or unit to a different Permanent Duty Station (PDS), which neither specify the duty as temporary nor provide for further assignment to a new PDS or direct return to the old PDS. A PDS is the post of duty or official station, including a ship, to which a member is assigned or attached for duty other than "temporary duty" or "temporary additional duty." The limits of such post of duty or official station will be the ship, or the corporate limits of the city or town in which the member is stationed.

(1) PCS orders include:

(a) Change in home port of a vessel, afloat staff or mobile unit.

(b) Change from home or place from which called (or ordered) to active duty to the first PDS.

(c) Change from last PDS to home.

(d) Assignment to course(s) of instruction at one PDS for 20 weeks or more (see JFTR, paragraph U2145-C).

(2) For the purpose of dislocation allowance, PCS orders include:

(a) Relocation of a household due to military necessity or government convenience within the corporate limits of the same city or town in connection with a transfer between activities

(b) Change in home port of a vessel, afloat staff or mobile unit.

(c) Assignment to a course(s) of instruction at one PDS for 20 weeks or more (see JFTR, paragraph U2145-C).

(3) PCS orders may be either cost or low cost moves:

(a) A cost PCS move is considered a change of PDS for which the PCS costs exceed $500. This type of move always requires the follow-on assignment of full DoD or SECNAV-prescribed tour length, as applicable. Specified retainability is not waiverable.

(b) A low cost PCS move is any change of PDS for which the PCS costs do not exceed $500.

b. PERMANENT CHANGE OF ACTIVITY (PCA) ORDERS. PCA are any no-cost (zero cost) assignment, detail or transfer of a member from one Unit Identification Code (UIC) to another UIC within the same PDS (e.g., an In-Place Consecutive Overseas Tour (IPCOT) or a reassignment from the Navy Annex (Arlington) to the Pentagon (Arlington)). There is no entitlement associated with PCA orders, except for Consecutive Overseas Tour (COT) leave travel in the case of IPCOT.

c. TEMPORARY DUTY (TEMDU) ORDERS. Orders may include detachment from one station and assignment to another station or stations for TEMDU pending further assignment (ACC:320, 355) to a new PDS or for return to the old permanent duty station. Members on TEMDU are not attached to any PDS. JFTR, paragraph U2145 limits TEMDU assignments to periods not in excess of 6 months, except in certain circumstances. Orders issued in violation of this restriction will jeopardize an officer's entitlement to temporary or permanent duty allowances and are considered of doubtful competency for the purpose of per diem payment. TEMDU issued for consecutive periods of temporary duty at the same place, whether or not broken by short periods at the official PDS, must be approved as follows when it is anticipated the entire period of duty involved is in excess of 6 months:

(1) When a command desires to issue orders for a temporary assignment in excess of 6 months, it should request authority in accordance with JFTR, paragraph U2145. SECNAV has delegated the authority to approve such requests to NPC. Requests will be submitted to NPC (PERS-454C) for processing prior to approval. Upon approval, orders will specifically include such approval either within the basic order itself or by endorsement thereto.

(2) Approval prescribed in the preceding paragraph is not required if, during a temporary assignment of 6 months or less, it is determined that additional time is required to complete the assignment, and the time from the date of the determination to the new date of completion will not exceed 6 months. An extension of a temporary assignment may be authorized by an assignment officer issuing a modification to orders, or by an authorized commanding officer with an endorsement on the officer's orders or by an attachment thereto. The endorsement must show:

(a) The date the temporary assignment is extended.

(b) The reason for such extension.

(c) The new estimated date of completion of temporary assignment. This cannot exceed 6 months from the date the temporary assignment is extended.

(d) In cases of slippage's in a ship's construction schedule, the date of the Prospective Commanding Officer's orders granting the authority.

2. ORDERS TO COURSES OF INSTRUCTION:

a. DUTY UNDER INSTRUCTION (DUINS). (JFTR, Volume 1, Appendix A, refers.) Personnel are ordered to DUINS as PCS. Orders to DUINS apply when the intended cumulative duration of duty is 20 weeks or more at one location (uninterrupted by temporary duty away from the school or installation). DUINS orders will not be converted to TEMDUINS.

b. TEMPORARY DUTY UNDER INSTRUCTION (TEMDUINS). Orders, including a school or installation scheduled en route for less than 20 weeks, constitute a temporary assignment. Personnel are ordered to these sites in a TEMDUINS status en route to a PDS. Sometimes unforeseen delays will extend a scheduled course beyond 20 weeks. The commanding officer is responsible for immediately notifying NPC (PERS-41, 42, 43 or 44) of the circumstances causing the delay of the officer completing the TEMDUINS. These delays include leave, hospitalization, unfavorable weather conditions in courses involving flying, etc. The possibility that unforeseen delays might extend a scheduled temporary assignment beyond 20 weeks does not change the fact that the orders, based upon the scheduled length of the course, constitute a temporary assignment.

c. Some TEMDUINS orders must be modified by CNPC to extend the present period of TEMDUINS or to change the member's status from TEMDUINS to DUINS. This should not be used as a means to avoid ordering the officer to DUINS when the originally anticipated TEMDUINS period is in excess of 20 weeks.

(1) When it is determined the officer will require additional course(s) or be unable to complete the currently scheduled course(s) of instruction, CNPC or NPC may issue a modification to:

(a) Extend the present period of TEMDUINS if the remaining duration does not exceed a 20 week period (i.e., the period remaining from the date the orders are modified plus the additional scheduled course(s) is less than 20 weeks), or

(b) Change the status to DUINS if the remaining duration exceeds a 20 week period (i.e., the period remaining from the date when the orders are modified plus the additional scheduled course(s) exceeds 20 weeks).

(2) When an officer has remained beyond the assigned period of TEMDUINS without CNPC authorization, the commanding officer must notify NPC of the circumstances which caused the officer to remain beyond the assigned period. CNPC will (by a modification to the orders) either approve the period the officer has remained beyond the authorized period or change the status of the member from TEMDUINS to DUINS when the remaining duration exceeds 20 weeks.

(3) When an officer has remained beyond 20 weeks without a CNPC modification, the commanding officer must notify NPC of the circumstances which caused the officer to remain beyond 20 weeks. CNPC will then issue a

modification to reconstruct the officer's orders to reflect DUINS status effective on the date the officer passed the 20 week period. Once the officer has completed 20 weeks at one location without a modification to orders, that location becomes the officer's PDS.

(4) Entitlement to appropriate temporary allowances is based upon the intent of the orders as originally written. However, temporary allowances are no longer payable after receipt of an order modification to DUINS as this constitutes a PCS.

d. Conservation of TEMDUINS funds is a primary factor in rotation plans and policies. To the maximum extent possible, training will be collocated with either the old or new command.

3. ADDITIONAL DUTY (ADDU) ORDERS. ADDU orders assign an officer to perform additional duty in conjunction with permanent duty. No travel is authorized by ADDU orders unless specified in the orders.

The officer is not, in any case, detached from his/her permanent duty station. The following types of ADDU orders for officers must be issued by CNPC (ADDU orders for officers other than those listed may be issued at the discretion of the local commanding officer):

a. Those which result in an increase in basic pay and/or allowances of the officer (e.g., hazardous duty, duty in a flying status involving flying, or duty which entitles the officer to incentive pay).

b. Those which would entitle the officer to reimbursement of travel expenses.

c. Those of a permanent or semi-permanent nature (more than six months in duration) to a command other than the officer's parent command where he/she performs principal duties.

d. Those assigning an officer to command of a shore activity. (For temporary assignment to command of a fleet activity or vessel, see Chapter 6 of this manual.)

e. Exceptions to this policy must be approved by CNPC prior to the issuance of ADDU orders.

4. TEMPORARY DUTY PSI PROGRAMMED SCHOOL INPUT (PSI) ORDERS. Officers who will begin entry level training within 90 days of commissioning will be assigned TEMDU (ACC: 150) prior to the training. Officers who will not commence entry level training within 90 days of commissioning will be assigned as follows:

a. Any officer whose TEMDU assignment prior to entry level training would not result in entitlement to per diem (e.g., OHARP, commissioning source, afloat, etc.), may continue to be assigned TEMDU (ACC: 150).

b. Any officer whose TEMDU assignment prior to entry level training would result in entitlement to per diem will be assigned PCS (ACC: 108) for that assignment. Officers assigned PCS to the Washington, DC headquarters activity area will be assigned PCS to NPC (ACC: 108) then TAD to local commands (i.e. OPNAV)

c. When an officer is ordered to an activity for TEMDUFURASPERS, the placement officer responsible for the gaining activity posts a billet in excess for the intended TEMDU activity into which the officer can be proposed by the assignment officer. Normal OAIS order processing is followed thereafter. The number of officers in a TEMDUFURASPERS status must be held to an absolute minimum.

5. TEMPORARY ADDITIONAL DUTY (TAD) ORDERS. TAD orders temporarily assign an officer in addition to present duties for periods not in excess of six months. The same time limitations apply to TAD assignments as with TEMDU assignments as outlined in article 2.1.1.c. of this manual. Upon completion of the TAD assignment, the officer is directed to resume regular or TEMDU. For guidance in requesting or preparing TAD orders, see article 2.16 of this manual.

6. ACTIVE DUTY SPECIAL WORK (ADSW) ORDERS. ADSW orders assign inactive reserve or USN/USNR-RET members from home to ADSW for a limited or specified period of time, and which direct, upon completion, release to inactive duty at which time the member returns home. For further guidance and procedures, see Chapter 11 of this manual.

7. PERMISSIVE TRAVEL AUTHORIZATIONS:

a. A permissive travel authorization authorizes (as distinguished from directs) a personal movement for the convenience of the individual involved and at no expense to the government. Government transportation for the member, family members and household effects is not authorized, nor is payment of dislocation allowance. Such transfers must be effected during periods of leave (except for hospital patients) and no proceed or travel time is authorized. Until time of execution, the individual has the option to consider the order canceled should he/she decide not to bear the expense involved.

b. Occasions arise when the assignment of an individual to a desired area would be highly beneficial from a humanitarian/morale standpoint, but is not justifiable in view of the expenditure of government funds required. Permissive orders provide a procedure for effecting such transfers on a no-cost basis to the government. Due to the varying ability of individuals to absorb the cost of a transfer, abuse of permissive orders, misunderstanding, and the possible connotation that an individual "bought" an assignment, such orders must be stringently regulated and issued only in the most limited circumstances. Initiation for the request for permissive orders should stem solely from the individual member and should not be instigated by the Navy. Acceptance of such orders must be entirely voluntary. No-cost swaps, no-cost moves in the same geographical area, and family members duty are still authorized. To guard against the danger of abuse and ensure uniform application of criteria, requests for permissive orders will be considered and processed in the following manner:

(1) The assignment officer will prepare a staff sheet memorandum to the cognizant division director via cognizant placement officer and appropriate branch head, enclosing the request and any substantiating documents. Information will be included about the billet occupied, availability of a relief, activity and billet to which officer can be assigned in the event the request is approved, and recommendations.

(2) Orders will not be issued until staffing action on the request has been completed.

8. NORTH ATLANTIC TREATY ORGANIZATION (NATO) SUPPLEMENTAL TRAVEL ORDERS:

a. In accordance with agreements of the NATO member nations, supplemental travel orders will be prepared by the PSD or detaching command and attached to each order requiring travel to, from or within a NATO nation. ATEXT 66011 has been applied to each activity UIC located in a NATO country (except Portugal), which directs the detaching command to prepare NATO travel orders in accordance with COMNAVPERSCOMINST 1320.6 (series). NATO countries are:

| | | | | |
|---|---|---|---|---|
| Belgium | France | Italy | Norway | United Kingdom |
| Canada | Greece | Luxembourg | Portugal* | United States |
| Denmark | Iceland | Netherlands | Turkey | Spain |
| Federal Republic of Germany | | | | |

*Since Portugal does not accept facsimile signature on supplemental travel orders, pen-and-ink signature is required for both the order (PCS or TAD) and the supplemental travel order when traveling in Portugal (ATEXT A66048).

b. The agreements require (1) the NATO order to be written in both English and French, (2) members possess and carry arms only when authorized by their orders, and (3) couriers be in possession of a NATO travel order which shows the number of dispatches carried and certifies they contain official documents.

c. When there is a requirement for frequent passage from one NATO country to another, the NATO travel order may be issued to individuals to cover a period not to exceed one year from the date of issue.

2.2 PCS TRANSFER ORDER DELIVERY, INTERPRETATION AND EXECUTION. (MILPERSMAN 1320-060 refers)

1. PCS ORDER DELIVERY. PCS orders are delivered by letter or message as follows:

a. LETTER ORDERS. Original letter orders and any modifications will be mailed to the Personnel Support Detachment (PSD) assigned to support the member's activity and to those activities involved in the transfer. Activities not supported by a PSD will receive original letter orders directly. Copies of orders will be reproduced locally and given to the member.

b. MESSAGE ORDERS. Message orders will be sent via the activity's communications center. Message orders will be reproduced locally by the PSD and one copy certified "ORIGINAL MESSAGE" with signature of the commanding officer/officer in charge of the processing activity (or the designated representative). When message orders are relayed to an officer by telegram, the officer concerned, upon presentation to the disbursing officer, will endorse the telegram with the words "ORIGINAL ORDERS RECEIVED" and affix his/her signature. This certification will be sufficient to enable the disbursing officer to make reimbursement for mileage without further confirmation.

c. Although orders will be addressed via activities providing personnel accounting support, they are directed to the member being transferred. Authority to specify the detachment date within the month of detachment remains with the member's reporting senior. When a PASS office processes orders, the officer being transferred will ensure the PASS office is informed of the detaching date approved by the reporting senior.

d. An officer's reporting, or prospective reporting senior, will always be provided a copy of the reporting officer's orders. OAIS automatically provides a copy of orders to reporting seniors, except in those cases where the reporting senior is not commanding officer of the detaching or gaining activity. Examples of this situation are:

(1) Shore station commanders/commanding officers

(2) Ship/squadron commanding officers

(3) All commanding officers/commanders, etc.

(4) Wing commanders

(5) Destroyer squadron commanders

(6) All officers assigned to detachments in a component of an activity (e.g., PSDs, Personnel Exchange Program Detachments, Navy Legal Services Detachments, etc.)

f. When an officer's reporting senior is not attached to the detaching or gaining activity, placement officers will ensure a copy of the orders goes to the reporting senior by entering the reporting senior's UIC as an external copy-to addressee on the OAIS order screens.

g. When basic orders are issued in response to message requests, a free text will be included to the effect that "THIS ORDMOD ANSWERS USS _____ (DTG)" and all of the commands listed as INFO addees on the original request will be included on the external routing of the orders or ORDMOD.

h. RETENTION OF COPIES OF ORDERS AND MODIFICATIONS. Copies of orders, all subsequent modifications and the supporting documentation that was used to create the orders is retained for one fiscal year and three months by the assignment offices that originated the orders. For OAIS generated orders, the required documentation will include prints of the COST APPROVAL AND ORDER RELEASE and the PERSONALIZED TEXT SELECTION screens with the comeback copies of the orders. For manually produced orders, the documentation will include copies of the Officer Assignment Document(s), NAVPERS Form 1301/3, and the comeback copies of the orders.

i. CONFIRMATION OF TELEPHONE (COTA) OR VERBAL ORDERS. Under certain circumstances, assignment officers can authorize transfer and order cancellation or modification via telephone (outside Washington, DC) or verbally (in Washington, DC). The assignment officer shall notify both the officer and the transferring command's Personnel Accounting Office of the verbal or telephoned orders. Follow-on written confirmation orders must be accomplished within seven days of issuance of verbal or telephoned orders and must include the date and place the officer was located at the time of the verbal or telephone authorization. One of the following PTEXTs will be used in the confirmed orders and must appear either as the very first statement or the very last statement in the orders.

(1) For confirmation of telephoned instructions to the officer stating the location of the officer on the date telephoned instructions were issued:

P74021 (CONFIRMED TELEPHONE INSTRUCTIONS ON (date) TO (city and state member is located).

(2) For confirmation of verbal instructions to the member in Washington, DC. (Member may be here for duty or visiting his/her assignment officer while en route on orders.)

P74022 (CONFIRMED VERBAL INSTRUCTIONS OF (date) AT WASHINGTON, DC.)

(3) Division directors must approve and maintain records of all verbal or telephone orders (COTA).

(4) Reimbursement for travel expenses incurred under verbal or COTA orders may not be made until written confirmed orders are received by the member.

j. COMMITMENTS IN ORDERS:

(1) FOLLOW-ON DUTY STATION OVERSEAS. When making a commitment for an

overseas accompanied tour as a follow-on to a hardship tour, assignment officers will ensure the constituent understands all the specifics. Once PCS orders to the hardship tour are issued, the officer's dependent travel entitlements are in accordance with the Joint Federal Travel Regulations (JFTR) U5222-D4 or D5, as appropriate. Eligibility for overseas station allowances, on behalf of family members (Cost of Living Allowance - COLA; Overseas Housing Allowance - OH) is in accordance with JFTR U9301-D. Assignment officers will ensure orders state the commitment, reference the JFTR U5222-D4 or D5 (as appropriate) and U9301-D, and obligate the officer to sufficient service to complete the accompanied tour. PTEXT P73029 will be specified on the Personalized Text Selection Screen:

> P73029 IAW JFTR U9301-D AND U5222-D YOU ARE SCHEDULED TO BE ASSIGNED TO SERVE AN ACCOMPANIED TOUR OF DUTY IN _____ IMMEDIATELY FOLLOWING COMPLETION OF RESTRICTED TOUR IN/WITH _____. TOUR OF DUTY _____ IS _____ MONTHS ACCOMPANIED BY FAMILY MEMBERS. MOVEMENT OF FAMILY MEMBERS TO PROPOSED NEW DUTY STATION AT GOVERNMENT EXPENSE CONSTITUTES YOUR AGREEMENT TO SERVE ACCOMPANIED BY FAMILY MEMBERS TOUR. COMMAND DELIVERING ORDERS CONDUCT INTERVIEW REQUIRED BY OFFTRANSMAN CHAPTER 4 PRIOR TO DELIVERY.

(2) HOMEBASING. Homebasing is returning an officer to the same geographic location of the present duty station as a follow-on tour to a hardship assignment. The same JFTR references apply to homebasing as those for the follow-on duty station overseas commitment. Again, orders must state the commitment and reference the JFTR. It should be noted that the officer is entitled to move family members by virtue of assignment to a restricted area. However, to reduce family disruption and conserve scarce PCS funds, the officer should be encouraged to leave family members at their present location. PTEXT P73020 will be specified on the Personalized Text Selection Screen:

> P73020 YOU ARE SCHEDULED TO BE ASSIGNED BACK TO (OLD DUSTA LOCATION) IMMEDIATELY FOLLOWING COMPLETION OF RESTRICTED TOUR IN/WITH (RESTRICTED DUSTA LOCATION OR VESSEL/STAFF*). YOU ARE PARTICIPATING IN HOMEBASING; THEREFORE YOU ARE ENCOURAGED NOT TO RELOCATE YOUR FAMILY MEMBERS DURING YOUR RESTRICTED TOUR. JFTR U9301-D AND U5222-D APPLY.

* Vessel or staff specified by SECNAV as operating in an overseas area for contemplated period of 1 year or more (OPNAVINST 4600.16 (series)).

k. LOST ORDERS. Correspondence concerning orders issued by CNPC should refer to the entire NPC ORDER NUMBER as stated in the first line of the orders' subject line. If orders are lost, the following actions apply:

(1) Orders not received by the officer's command or lost prior to delivery to the officer.

(a) Orders issued by message require the officer's present command must request its servicing communications facility to have the message order retransmitted.

(b) Orders issued by letter and not received are considered to be undelivered. The order must be canceled and reissued using the appropriate undelivered order cancellation and reissue format.

(2) Orders lost after commencement of travel but prior to reporting to the ultimate duty station. Since the member does not have an order to complete the transfer, the unexecuted portion of the order must be canceled and reissued.

(3) Orders lost after member reports to the ultimate duty station and prior to settlement of the travel claim. With the exception of a doubtful claim, when an officer has lost the original or the original and all copies of PCS orders, the claim will be processed by the disbursing officer servicing the officer's PDS in accordance with Navy Travel Instructions (NTI), paragraph 1101-10.

2. INTERPRETATION OF ORDERS:

a. DETACHING PHRASES IN ORDERS. Detaching instructions in the Detaching Activity Section of the orders are to be interpreted as follows:

(1) EDD (ESTIMATED DATE OF DETACHMENT). When given as a month and year (unless otherwise directed in orders), detachment must take place within the month indicated. When given as a day, month and year (unless otherwise directed in the orders), detachment must take place no later than 10 days after the date indicated. Under no circumstances, may an officer's actual detachment date from his/her permanent duty station be in a fiscal year other than that directed in the orders.

(2) "WHEN DIRECTED BY REPORTING SENIOR, DETACH IN (month, year) FROM (type of duty)." The commanding officer must detach the officer within the month indicated unless otherwise directed in the orders.

(3) "AT DISCRETION OF REPORTING SENIOR DETACHMENT MAY BE DELAYED NO MORE THAN ONE MONTH PAST THE EDD MONTH." The commanding officer may detach the officer any time between the first day of the EDD month and the last day of the month immediately following the EDD month. Under no circumstances, may the actual detachment cross over into the following fiscal year.

(4) "AT DISCRETION OF REPORTING SENIOR DETACHMENT MAY BE DELAYED NO MORE THAN TWO MONTHS AFTER EDD MONTH." The commanding officer may detach the officer any time between the first day of the EDD month and the last day of the second month immediately following the EDD month. Under no circumstances, may the actual detachment cross over into the following fiscal year.

(5) "HEREBY DETACHED." The commanding officer will detach the officer within 24 hours after the orders are received.

(6) "REPORTING SENIOR DIRECTED TO DETACH MEMBER ON OR ABOUT (date)." The commanding officer has a discretionary period of 10 days on either side of the given date in which to detach the officer. Under no circumstances may the actual detachment cross over into the following fiscal year.

(7) "REPORTING SENIOR DIRECTED TO DETACH MEMBER WITHIN 10 DAYS AFTER REPORTING OF RELIEF." Orders should ordinarily be endorsed to detach the officer within 10 days after his/her relief reports. The command may designate an officer already on board as a relief, when appropriate.

(8) "WHEN RELIEVED AND WHEN DIRECTED BY REPORTING SENIOR, DETACH." Orders should normally be endorsed to detach the officer within 10 days after his/her relief reports and when directed by the commanding officer. The leeway permitted by the word "normally" is interpreted to apply only to those cases in which the underway operations of an afloat unit prevent adherence to the 10 day period. Requests for exceptions should be referred to afloat commands being relieved by a newly commissioned officer may be written "WHEN DIRECTED IN (month, year) DETACH," instead of "WHEN RELIEVED...," if watchkeeping requirements or other circumstances so dictate. However, the officer being relieved will be detached not later than the second month following that in which the relieving officer reports (e.g., relieving officer

reports in March, and the officer being relieved detached not later than May).

(9) "UPON COMPLETION OF (type of temporary duty at an intermediate station) AND WHEN DIRECTED, DETACH." Orders shall be endorsed by the commanding officer at the activity concerned upon completion of temporary duty or temporary duty under instruction.

(10) "REPORTING SENIOR DIRECTED TO DETACH MEMBER IN TIME TO PROCEED AND REPORT ON (date) AT FOLLOWING STATION." The latest date of detachment will be four days (when entitled to proceed time) plus travel time in advance of the specified reporting date.

(11) "REPORTING SENIOR DIRECTED TO DETACH MEMBER ON OR AFTER (date)." Orders will be endorsed to detach the officer on or after the date indicated but in sufficient time to ensure reporting by the Not Later Than (NLT) date at the next duty station as shown in the orders. When a NLT date is not indicated, orders will be endorsed to detach the officer within 10 days after the date indicated. Under no circumstances, may the actual detachment date cross over into the following fiscal year.

(12) "UPON DISCHARGE FROM TREATMENT." Orders will be endorsed by the commanding officer of the medical facility concerned when in his/her opinion the patient is physically qualified for discharge from treatment to duty, sick leave, convalescent leave, separation processing, physical evaluation board, home, another medical facility or to such other assignment as may be specified in the orders.

(13) "PROCEED ON OR ABOUT (date)." Travel should commence within a period of 10 days on either side of the given date in the orders. <u>This phrase is used only in temporary additional duty (TAD/TEMADD) orders</u>.

(14) "PROCEED IN TIME TO REPORT NOT LATER THAN (date)." Travel is to commence and be completed at such times to ensure the officer reports on the specified reporting date. <u>This phrase is used only in temporary additional duty (TAD/TEMADD) orders</u>.

b. REPORTING PHRASES IN ORDERS. Specific reporting instructions appearing in the Intermediate or Ultimate Activity Sections of orders are to be interpreted as follows:

(1) "EDA" (Estimated Date of Arrival). When given as a month and year, unless otherwise directed in orders, arrival must take place within the month indicated. When given as a day, month, year, unless otherwise directed in orders, arrival must take place no later than 10 days after the date indicated.

(2) "REPORT NOT EARLIER THAN (date)." Arrival must take place no earlier than the date indicated.

(3) "REPORT NOT LATER THAN (date)." Arrival may take place earlier but no later than the date specified.

(4) "REPORT NLT (date) AND NET (date)." Arrival may take place earlier than the date specified to prevent leave being used, however payment of per diem will not begin until the specified "not earlier than" date.

(5) "REPORT IN (date)." The officer may report in the month specified, but no later than the last day of the month.

(6) "REPORT ON (date)." The officer must report on the date specified.

(7) "REPORT ON OR ABOUT (date)." Member must report between 10 days

before date specified and 10 days after date specified.

(8) "REPORT ON OR BEFORE (date)." Member may report any time, but not later than the date specified.

3. DELAY IN REPORTING (DELREP). MILPERSMAN 1050-040 authorizes NPC to grant 30 days leave in all PCS orders. In the event unusual circumstances require a departure from this policy, maximum DELREP (P75002) will be granted. Exceptions to the 30 days DELREP allowance must be approved by the appropriate assignment branch head/division director. Orders returning officers to the continental United States or the District of Columbia for separation will contain authorization for delay en route (refer to MILPERSMAN 1920-140). PCS orders will allow 30 days DELREP (P75030) except in the following cases:

a. Initial orders to active duty.

b. Hospitalization.

c. Second PCS move within 12 month period.

d. Homeport changes.

e. Unusual circumstances such as death or illness, detachment for cause, emergency or key operational dates.

f. Upon completion or non-completion of flight training.

g. Detachment from certain activities in Japan (A5518).

4. TRANSPORTATION IN CONNECTION WITH PCS ORDERS. NPC (PERS-4) does not direct a specific means or mode of transportation in connection with PCS orders. This authority has been delegated to Navy Passenger Transportation Offices (NAVPTOs) who will determine the availability or non-availability of government air and make complete transportation arrangements using commercial carriers as necessary to meet mission requirements. Refer to NAVMILPERSCOMINST 4650.2 (series), paragraphs 1310 and 7110 regarding transportation policies and procedures.

a. Normal mode of PCS travel overseas is by air except when travel by air is medically contraindicated. PCS orders will direct the use of government air OUTUS. Requests for order modifications to "authorize" vice "direct" the use of government air OUTUS are normally authorized only in connection with authorized leave over the transoceanic/international portion of the journey and must be completely justified in detail to NPC (PERS-4). If circuitous travel is involved, the complete en route travel itinerary must be included in the justification.

b. The officer may elect the mode of travel in CONUS. If he/she elects to travel by air within CONUS without air travel being authorized or directed in the orders, his/her travel time will be computed on the basis of commercial carrier travel time. If air travel is directed (not authorized) in the orders, the travel time between any two points in the United States is reduced to one day. Air travel is sometimes directed in the United States simply to limit travel time (e.g., for round trips between east and west coast, or vice versa, to perform TEMDU in connection with PCS orders) and Home of Record travel in conjunction with consecutive overseas assignments.

c. ORDERS FOR OFFICERS DETACHING FROM DEPLOYABLE UNITS. Whether or not it is expected that a particular ship or unit will be deployed at the time a set of orders is executed, order formats for transoceanic travel (i.e., F502, F351, etc.) will be used by assignment officers. This policy minimizes later order modifications occasioned by changes in deployment schedules. It is more cost effective to write orders on the assumption of the need for

overseas transportation and have the overseas transportation information go unused than it is to issue a modification after initial orders are sent.

d. Total baggage allowance will be stated in the orders. JFTR, paragraph U3610-A authorizes reimbursement for excess baggage. Authorization for granting excess baggage rests with CNPC. To reduce additional charges levied by the airlines when excess baggage is authorized, CNPC will ensure that PCS orders authorizing excess baggage are reviewed individually in order to ascertain definite need. If excess baggage is required in connection with related duties (e.g., unusual clothing/equipment for divers, aviators, chaplains, etc.), then appropriate excess baggage may be authorized in PCS orders. Navy sponsored family members are not authorized excess baggage, and family pets may not be transported as excess baggage. The basic allowance ONLY will be allowed for officers under orders for retirement or Release from Active Duty (RAD) unless coming from an isolated area. The following special paragraphs are to be included in PCS orders which necessitate the authorization of baggage aboard Air Mobility Command (AMC) and contract flights:

(1) "For air travel, free baggage allowance is two pieces of checked baggage, each piece not to exceed 62 linear inches or 70 pounds, and one carry-on bag not to exceed 45 linear inches."

(2) "In carrying out basic orders, _____ piece(s) excess baggage authorized."

5. CIVILIAN CLOTHING. Officers assigned to designated overseas activities (UIC) are paid a Clothing Allowance, Civilian (CAC) when civilian clothing is required to be worn in the performance of their duty. (DoDPM 30605 and MILPERSMAN 7220-230 refer.) Procedures for including the CAC authorization in orders are:

a. N130 approves requests for UICs requiring CAC authorizations. Upon approval, PERS-455D will be provided with the list of UICs, or BSCs and UICs, with the authorized allowance of either "Summer and Winter" or "Summer or Winter" clothing indicated for each UIC, or BSC/UIC.

b. PERS-455D will take appropriate action to modify the appropriate ATEXT against the approved UICs in OAIS2 files, to notify assignment officers of the additions to, or deletions from, an activity of a clothing allowance authorization, and to select the appropriate ATEXT using the following table:

CLOTHING ALLOWANCE, CIVILIAN

| | SUMMER AND WINTER | SUMMER OR WINTER |
|---|---|---|
| FOR OAIS2 ORDERS: | | |
| Authorized for Activity UICs: | | |
| Both Officer and Enlisted | A64005 | A64006 |
| Officer ONLY | A64015 | A64007 |
| Authorized for BSCs: | | |
| Both Officer and Enlisted | P64005 | P64006 |

c. When CAC is authorized for specific BSCs at an activity, placement officers will include the appropriate PTEXT listed above.

d. Where specific Billet Sequence Codes (BSCs) within an activity are authorized CAC, PERS-455D will notify the appropriate placement officer. PERS-455D will also make a note of this requirement on the Personnel Text Screen (PTEXT) for the activity in OAIS2.

e. A complete list of designated activities for officer CAC and any future additions and deletions from this list may be verified in the Order Support Section (PERS-455D).

6. EXECUTION OF ORDERS. When reserving and obligating PCS travel funds, COMNAVPERSCOMINSTs 7040.6 and 7040.7 require each member to submit a Travel Information Form (NAVPERS 7040/1). PASS personnel servicing officers will provide personnel the forms and counseling during check-in and check-out. They will also ensure the form is accurate and submitted immediately to:

Permanent Change of Station Variance Component (PCSVC)
1240 East Ninth Street
Cleveland, OH 44199-2088

## 2.3 TRANSFER OF PERSONNEL TO OPERATIONAL DUTY.

Personnel being transferred to operational commands must be screened to ensure successful completion of a full operational tour. In accordance with BUMEDINST 1300.2 (series), an Operational Suitability Screening will be completed for the service member only.

1. The suitability screening process and report will be completed within 30 days of receipt of orders. The transferring command will notify the gaining command and NAVPERSCOM of the screening results using FIG 2-6. 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. For significant medical issues identified during screening, contact the gaining command for acceptance in-accordance-with BUMED 1300.2.

Note: Any report of unsuitability will require that the transferring command provide the detailed reason(s) for the finding. Recommendations from both the transferring command and screening MTF for probable suitable assignment locations for any member found to be unsuitable for assignment to a specific location, are highly desirable. Additionally, provide any administrative actions taken (i.e. MED HOLD, MEDBOARD, LIMDU or ADSEP).

## 2.4 ENDORSEMENTS AND DISTRIBUTION OF PCS TRANSFER ORDERS UPON REPORTING FOR TEMPORARY OR PERMANENT DUTY. (MILPERSMAN 1320-140 refers)

1. ENDORSEMENTS. Requirements for endorsements of orders can be found in MILPERSMAN 1320-140. Orders will be endorsed with the time, date and place of reporting. Where TEMDU and permanent duty stations are in proximity to each other, the place of reporting on orders will include the geographic location (city or county and state), subject to the restriction regarding a classified location. In peacetime, all orders to personnel or endorsements thereon will clearly indicate the place of detachment, embarkation, entry or reporting except where such information would disclose a classified location. All ships or air activities furnishing transportation are directed to endorse the officer's orders, including date of departure or arrival. Particular care is directed in making endorsements to show actual date of departure from or arrival in one of the 48 contiguous United States or District of Columbia.

a. Officers receiving "PROCEED WITHOUT DELAY" or "PROCEED IMMEDIATELY" orders will endorse their orders the date and hour of their receipt for execution. When members report following written orders, they will present such orders to the officer to whom they report.

b. Officers ordered to one or more TEMDU points en route to a new PDS as directed in PCS orders and officers ordered to one or more points in compliance with TAD orders (whether or not the TAD orders require them to report), will have their orders endorsed to state the number of days of leave (beginning and ending dates) used while at each TEMDU or TAD point. If no leave was taken, the endorsement will reflect this fact.

c. Each command to which a member reports for TEMDU en route to the ultimate duty station will review the orders, including any detaching endorsement, to determine whether the officer arrived prior to the time required to commence the temporary duty directed by the orders. If the officer arrived prior to the "REPORT NOT EARLIER THAN" date specified because all or part of the leave granted was not utilized, the officer will be given the option of remaining in a leave status until the required "REPORT NOT LATER THAN" date or terminating leave status and reporting with the understanding that per diem will not commence until the "REPORT NOT LATER THAN" date.

(1) If the officer elects to report prior to the "REPORT NOT LATER THAN" date, orders will be endorsed as follows: "REPORTED THIS DATE. YOU ARE NOT REQUIRED TO COMMENCE THE TEMDU DIRECTED BY YOUR ORDERS UNTIL (DATE); THEREFORE, PER MILPERSMAN 1320-140 AND JFTR, PARA. U2200-A, YOUR PER DIEM ENTITLEMENT COMMENCES ON THAT DATE."

(2) If early commencement of TEMDU is determined at the TEMDU station to be in the best interests of the government, orders will be endorsed and the per diem entitlement commencement date specified, citing MILPERSMAN 1740-010 as authority.

d. Commanding officers at shore activities will endorse officers' temporary duty regarding the availability of government quarters and government mess when per diem is payable. No endorsement is required if the member has previously received a non-availability control number from the BOQ; however, an endorsement as to the availability of a government mess is still required. Government messing is considered available only if a government mess, as defined in JFTR, Volume 1, Appendix A, is available or there are not adequate meal facilities and the Enlisted Dining Facility (EDF) is the only meal facility available. The endorsement should note that use of an EDF makes the EDF available for all meals taken there and that such use must be reported on the officer's travel claim.

e. Navy commands to which officers are directed to report for administrative purposes will carry out those functions as directed in MILPERSMAN 1320-140 and 1300-060 as stated in orders. Activities identified as responsible for performing personnel accounting support will carry out those functions as directed in MILPERSMAN 1320-140 or OPNAVINST 1000.23 (series) as appropriate. All orders written for personnel not using AUTONOM (e.g., message orders) in which the transfer directive contains a PSD will contain the statement, "Report for Personnel Accounting to (the address of the PSD which corresponds to the officer's duty station) and Report for duty to (for administrative purposes to command to which assigned for duty)."

f. Upon arrival of an officer at the final destination, the commanding officer will forward to NPC:

(1) (PERS-313C) Only the first duty, recall, training, Released from Active Duty (RAD) and all separation (retirement, resignation, discharge) orders.

(2) (PERS-813) In the case of officers accepting initial orders to duty and without a letter of transmittal, one complete and intact copy of orders involving PCS, TEMDU, transfer to or from treatment in medical department activities, RAD, retirement, resignation, discharge, or any other order of the Secretary of the Navy which changes an officer's status, and initial orders to duty (other than training duty). This copy of orders will include all modifications, corrections and endorsements including the final reporting endorsement. The complete travel itinerary and mode of travel utilized will be included on initial orders to active duty. One additional complete copy of these types of orders will be forwarded for Staff Corps officers by their commanding officers to their cognizant bureau, command or office.

2.5 MODIFICATION OR CANCELLATION OF PCS TRANSFER ORDERS. (MILPERSMAN 1320-070 refers)

1. MODIFICATION OF ORDERS. Deviation from PCS orders must be authorized by CNPC before the action is taken by submitting a request to PERS-41, 42, 43 or 44 for review. If approved, the request will be authorized by a written order modification. Detaching commands responsible for an officer's non-compliance with orders (written or verbal) will officially notify PERS-41, 42, 43 or 44 of the circumstances involved and request an order modification.

a. All requests for modification of orders involving a change of duty which entails a delay in reporting to the new duty station or extension of an authorized delay, will be forwarded, when practicable, for endorsement through the commanding officer of the ship or station to which the officer is ordered. When this procedure would involve unusual delay, the request will be forwarded to NPC with a copy to the new commanding officer for information (including the current commanding officer's endorsement). These requests should include more information than is afforded by the routine forwarding endorsement of the commanding officer of the activity from which the officer is being detached.

b. When a copy of the request is received, the commanding officer of the activity to which the officer is being ordered, will forward it with an endorsement to NPC. CNPC cannot always wait for receipt of the endorsement before taking action on the original request, but normally will try to withhold action pending receipt.

c. Requests for modification of orders which involve earlier detachment from the old duty station, but do not involve later reporting to the new duty station, need to be sent through the new commanding officer.

d. CNPC considers it desirable for officers to take leave during the time of a change of duty, where needs of the service permit. Commanding officers should be so guided in making forwarding recommendations.

e. Normally the forwarding of a NAVPERS 1301/1, the Officer Preference and Personal Information Card, is the best way for officers to indicate duty preferences, but circumstances of a personal nature may occur which are not appropriate for inclusion on the card. When this occurs, officers may write unofficial, personal letters directly to their assignment officers. Such letters are always treated as privileged communication. They are read by the assignment officer only and do not become part of the official record. This shall not be construed as an invitation to violate regulations governing correspondence on official matters. Such letters from individuals will be confined to personal matters and considered amplification of information contained on the NAVPERS 1301/1. Personal letters may not always be answered, but in all cases the information will be considered and acted upon if feasible.

f. In the event circumstances preclude an officer from obtaining prior approval, a formal written request via the officer's commanding officer is required. It should state the dates, locations and specific circumstances involved in the deviation from orders and include the reason(s) which prevented the officer from obtaining prior approval. If the request involves the expenditure of funds, a statement as to the additional cost incurred is required and copies of paid receipts should be included.

(1) If approval is determined to be in the best interest of the government, the assignment/ placement officer will submit the request to PERS-454C recommending approval and requesting that an approval of action letter be issued to the officer via the commanding officer. PERS-454C will generate the letter which may contain accounting data provided by the assignment/placement officer.

(2) A request not in the best interest of the government or of doubtful validity will be returned to the officer recommending it be processed as a doubtful claim in accordance with the NTI, paragraph 4010. If a petition for relief is appropriate, the officer should forward a letter to the Board for Correction of Naval Records (BCNR).

2. PROCESSING OF ORDER MODIFICATIONS OR CANCELLATIONS. Before an order modification or cancellation can be processed, the status of the officer will first be determined.

a. If the officer has not been detached from his/her current PDS, or has already commenced travel from the place entered on active duty under basic orders or subsequent modifications, the orders may be either:

(1) Modified, using the appropriate order format for the type of order the modification directs. An opening statement may be added to the order modification.

(2) Canceled. All cancellations must refer to the basic order and every modification thereto in the opening statement (e.g, "Orders _____ and all modifications thereto are cancelled. Continue present duty"). New appointments and reporting to active duty do not require the "Continue present duty" statement.

b. If the officer has been detached from permanent duty or has commenced travel under basic orders or subsequent modifications, the orders can only be modified. The modification formats to be used depend on the type of order previously written, as follows:

| | | |
|---|---|---|
| (1) | Separation (PERS-813 orders) | F089 |
| (2) | Retirement (PERS-82) | F199 |
| (3) | Release from Active Duty (all PERS-4 assignments and PERS-813) | F297, F298, F299 |
| (4) | New Accession (PERS-4) | F397, F298, F399 |
| (5) | Recall to Active Duty (PERS-4) | F498, F499 |
| (6) | Permanent Change of Duty (PERS-4) | F510 |

## 2.6 ORDER CLARIFICATION AND CLAIMS.

1. Questions regarding PCS/TAD orders should be directed to PERS-454C for clarifying and/or interpreting orders as related to officer entitlements and TAD, or PERS-332 for transportation entitlements/assistance.

2. PERS-454C processes controversial travel and per diem claims resulting from executed officer orders (PCS and TAD), which, by their nature, are questionable as to legality of payment. Normally, claims are submitted by a disbursing officer to the Navy Regional Finance Center, Comptroller of the Navy, General Accounting Office (Comptroller of the United States), which, when required, forwards them to the NPC (PERS-454C) for staffing. PERS-454C must ascertain the correctness of the orders as written, obtain clarification as to intent, purpose, reason for travel, delay, etc., and forward claims by letter or endorsement, with the recommendations, comments or other appropriate actions for which the claims and orders are referred, to NPC.

3. Claims are logged in as received, identified as to type of action required, and given to claims examiners. Information required to adjudicate the claim is solicited from various individuals, offices, commands or

activities; then, the claim with accompanying documents and NPC comments or recommendation is forwarded, or returned to the appropriate official for determination of entitlement or settlement, as applicable. Since a claim may be submitted any time within a six year period, examiners must be conversant with the laws and regulations promulgated in the JFTR, Vol. I, NTI, Comptroller General Decisions, etc., and to process claims chronologically. Processing of a claim may take from one day to several months before settlement is reached.

## 2.7 PCS ORDERS TO SHIPS UNDER CONSTRUCTION AT CIVILIAN SHIPBUILDING COMPANIES OR YARDS.

A Precommissioning Unit (PRECOMMUNIT) for each ship under construction at a civilian shipbuilding company or yard has been established with its assigned location the same as the civilian shipbuilding company or yard. These units allow processing of electronic PCS orders for officers assigned to, and detached from, DUTY in connection with conversion, fitting out, or reactivation (CFO) or temporary duty (TEMDU) CFO at the ship's construction site. Reporting and detaching procedures for PCS orders to ships under construction are provided in the following paragraphs.

1. DUTY CFO (SIX MONTHS OR MORE). Two sets of PCS orders will be issued by CNPC when it is determined by the assignment officer that the commissioning date of the vessel will be six months or more from the officer's EDA at the ship's PRECOMMUNIT based on the latest Naval Sea Systems Command Monthly Report (NAVSEA 250-574). The following procedures apply:

a. An officer's first PCS orders will be to the ship's PRECOMMUNIT, located at the construction or conversion site. Upon arrival, the officer will report to the appropriate reporting senior for "DUTY CFO AT (shipbuilding company/yard)." No per diem entitlements exist. PCS entitlements are to the PRECOMMUNIT's assigned PDS. Previous duty station tour length must meet Time on Station (TOS) requirements or be waived prior to ordering the officer to the PRECOMMUNIT. Criteria for TOS waivers are outlined in Chapter 3 of this manual. Officers assigned to DUTY CFO (ACC: 106) may be entitled to transportation costs from the ship's construction site to the ship's initial assigned homeport (if different than the construction site), or to the are where the family members are residing per JFTR, paragraph U7115-B.

b. Message assigning the initial homeport for the vessel and/or determination of a "firm" commissioning date of the vessel. These orders will detach the officer from "DUTY CFO" (ACC: 106) with the PRECOMMUNIT and direct the officer to report to the vessel for "DUTY (ACC: 100) ON BOARD WHEN PLACED IN COMMISSION." No per diem entitlements exist. PCS entitlements are to the homeport as assigned by the CNO. These orders to sea duty meet the DoD TOS exemption and no waiver is required.

2. TEMDU CFO (LESS THAN SIX MONTHS). An officer will be issued one PCS order by CNPC when it is determined by the assignment officer that the commissioning date of the vessel will be less than six months from the officer's EDA at the ship's PRECOMMUNIT based on the latest NAVSEA 250-574.

a. When orders are issued "after" the CNO message has been released assigning the ship's initial homeport, the officer will be ordered to report to the PRECOMMUNIT UIC (intermediate activity) for "TEMDU CFO (ACC: 352) AT (shipbuilding company/yard)." Upon detachment from TEMDU CFO, the officer will be further ordered to report to the vessel (ultimate activity) for "DUTY (ACC: 100) ON BOARD WHEN PLACED IN COMMISSION." Per diem cost will incur if the initial homeport of the vessel is not the same as the construction site. If the initial homeport and construction site are the same, per diem stops as soon as permanent quarters are occupied or on the date the officer's assignment is changed from TEMDU CFO, or TAD, to DUTY CFO (ACC: 100) per JFTR, paragraph U4105-A. Also see JFTR, paragraph U4102-G. PCS entitlements are to

the vessel's initial homeport as assigned by CNO, or a designated place if assigned to unusually arduous sea duty under JFTR, paragraph 5222-D and SECNAVINST 4650.19 (series).

b. When orders are issued "before" the CNO message assigning the ship's initial homeport has been released, the officer will be ordered to report to the PRECOMMUNIT UIC (intermediate activity) for "TEMDU CFO (ACC: 352) AT (shipbuilding company/yard)." Upon detachment from TEMDU CFO (ACC: 352), the officer will be further ordered to report to the vessel (ultimate activity) for "DUTY (ACC: 100) ON BOARD WHEN PLACED IN COMMISSION." These orders will reflect "NHPA" (no homeport assigned) for the location of the homeport. Transportation of family members and household goods will NOT be authorized until these orders are modified to reflect the vessel's initial homeport. This modification cannot be issued until after the CNO message assigning the vessel's initial homeport has been released. Per diem cost will incur if the initial homeport of the vessel is not the same as the construction site. If the initial homeport and the construction site are the same, per diem stops as soon as permanent quarters are occupied. See JFTR, paragraph U4102-G. PCS entitlements are to the vessel's initial homeport as assigned by CNO, or a designated place if assigned to unusually arduous sea duty under JFTR, paragraph 5222-D and SECNAVINST 4650.19 (series).

(1) Basic/initial orders in these cases may, or may not, include the following statement:

> P62031 "DETACHING COMMAND: ADVISE MEMBER THAT "NHPA" FOR HOMEPORT OF (vessel's name and hull number) IS NOT OFFICIAL. ENSURE MEMBER IS ADVISED NOT TO MOVE FAMILY MEMBERS NOR SHIP HOUSEHOLD GOODS PRIOR TO ANNOUNCEMENT OF VESSEL'S OFFICIAL HOMEPORT. FURTHER ENSURE MEMBER UNDERSTANDS THAT MOVEMENT OF FAMILY MEMBERS AND SHIPMENT OF HOUSEHOLD GOODS TO INTERMEDIATE DUTY STATIONS ARE NOT AUTHORIZED. UPON CNO'S ANNOUNCEMENT OF OFFICIAL HOMEPORT, AN ORDER MODIFICATION WILL BE FORWARDED AUTHORIZING PCS ENTITLEMENTS TO NEW INITIAL HOMEPORT."

(2) Immediately upon receipt of CNO's message assigning a homeport location for the vessel under construction, an order modification to previously issued basic/initial orders will be issued. It will include the following statement:

> P62638 "ON (date of CNO msg) CNO ASSIGNED (city, state/country) AS THE HOMEPORT FOR (vessel's name and hull number) EFFECTIVE UPON COMMISSIONING. A COPY OF THIS MODIFICATION MUST BE IMMEDIATELY DELIVERED TO THE PERSONAL PROPERTY TRANSPORTATION OFFICE ARRANGING SHIPMENT OF HOUSEHOLD GOODS; ALSO TO THE NAVY PASSENGER TRANSPORTATION OFFICE ARRANGING DEPENDENT TRAVEL."

c. If an officer occupies permanent quarters in anticipation of the construction site and the homeport being the same, per diem ceases when the homeport is assigned and it is the same as the construction site. Entitlement to family members' transportation is not to exceed the cost of that from the old PDS to the initial homeport unless the vessel will be designated unusually arduous sea duty (SECNAVINST 4650.19 (series) refers) when commissioned. TEMDU CFO is not considered indeterminate temporary duty under the purview of the JFTR, Chapter 4, Part G.

3. ORDERS TO A VESSEL REMAINING AT THE CONSTRUCTION SITE FOR SIX MONTHS OR MORE AFTER COMMISSIONING (FOR POST COMMISSIONING WORK) AND THE CNO ASSIGNS THAT SAME SITE AS THE SHIP'S INITIAL HOMEPORT:

a. Procedures for assigning officers to TEMDU CFO (ACC: 352) or DUTY CFO (ACC: 106) are the same as previously specified in paragraphs 1 and 2 of this article.

b. In PCS orders detaching an officer from DUTY CFO (ACC: 106) and

directing him/her to report for DUTY CFO (ACC: 100) and the initial homeport assignment location is the same as the PRECOMMUNIT (construction site), no PCS entitlements should incur. However, in some situations they may incur, depending upon decisions made by the officer (regarding transportation of family members and/or household goods) under previous PCS orders to DUTY CFO (ACC: 106). These orders to sea duty meet DoD TOS exemption and no waiver is required.

c. In orders where the officer is directed, upon completion of TEMDU CFO (ACC: 352), to report for DUTY (ACC: 100) on board when placed in commission, PCS entitlements, if any, are from the old PDS to the initial homeport (same as the PRECOMMUNIT UIC location/construction site). Again, per diem stops once the officer occupies permanent quarters, or on the date the officer's assignment is changed from TEMDU CFO (ACC: 352), or TAD, to DUTY CFO (ACC: 100) per JFTR, paragraph U4105-A. Also see JFTR, paragraph U4102-G.

d. Six months prior to completion of the post-commissioning work, CNO promulgates a homeport "change" from the first (initial) homeport (same as the construction site) to the ultimate homeport. When appropriate under article 2.7 of this manual, officers on board will receive a homeport change certificate which entitles them to a PCS move from the initial homeport (construction site) to the new homeport.

4. ORDERS TO PROSPECTIVE COMMANDING OFFICERS OF NEW CONSTRUCTION OR CONVERSION VESSELS. Prospective Commanding Officers (PCOs) of new construction or conversion ships will be under the cognizance of the appropriate Type Commander (TYCOM). CNPC will direct all PCOs to report (in person or by letter) to their TYCOM for DUTY CFO, TEMDU CFO, or TAD CFO, as appropriate. Orders will also direct PCOs to report (in person or by letter) to the SUPSHIP for additional duty, or TAD, as appropriate. The TYCOM will be the reporting senior for fitness report purposes. Additionally, PCOs of new construction surface ships will be ordered to one week of TEMDU (ACC: 350) with the Assistant Chief of Naval Operations (Surface Warfare) (N86). A PCO who is performing TEMDU CFO at the same location as the vessel's assigned official homeport location is not entitled to per diem per JFTR, paragraph U4102-G.

5. ORDERS TO OFFICERS FOR DUTY IN CONVENTIONALLY POWERED SURFACE NEW CONSTRUCTION/ CONVERSION SHIPS. Officers in the nucleus crew will be ordered to the ship's PRECOMMUNIT located at the construction site (civilian shipyard) and report to the Commanding Officer, PRECOMMUNIT for DUTY CFO (ACC: 106), or TEMDU CFO (ACC: 352). Officers in the balance crew, with the exception of the Prospective Executive Officer (PXO), will be ordered to report to the designated Fleet Training Center for TEMDU (ACC: 350) precommissioning training. Upon completion of precommissioning training, officers of the balance crew will be ordered to proceed to the construction site and report to the Commanding Officer, PRECOMMUNIT for DUTY CFO (ACC: 106), or TEMDU CFO (ACC: 352).

6. PROCEDURES IN CONNECTION WITH SHIP DELIVERY SLIPPAGES. All personnel ordered to TEMDU in connection with precommissioning training at Fleet Training Centers, or TEMDU CFO (ACC: 352) with the PRECOMMUNIT at the construction site, are so ordered with the understanding that "no period of TEMDU at any one location, from the best information available at the time orders are 15559B) written, is anticipated to be in excess of six months. When it is officially determined by appropriate authority that a slippage in ship delivery of the vessel will occur, CNPC will be notified through the Naval Sea Systems Command Monthly Progress Report (NAVSEA 250-574). To ensure that per diem payments to officers assigned to TEMDU (ACC: 352) at Fleet Training Centers, or TEMDU CFO (ACC: 352) are not suddenly terminated; CNPC or Commanding Officer, PRECOMMUNIT/PCO will be responsible for the following procedures:

a. ADDITIONAL PERIOD EXCEEDS SIX MONTHS. (JFTR, paragraph U2145 and Appendix A, and article 2.1.c. of this manual refer.) When slippage occurs after personnel have reported for TEMDU (ACC: 352) precommissioning training at Fleet Training Centers, or TEMDU CFO (ACC: 352) with the PRECOMMUNIT at the construction site, and the remaining time from the date the determination is made until the new projected commissioning date will exceed six months, NPC (PERS-41, 42, 43 or 44) will issue appropriate order modifications changing the officer's status at:

(1) Fleet Training Centers from TEMDU (ACC: 352) precommissioning training to DUTY (ACC: 106) commissioning training; or

(2) PRECOMMUNITs from TEMDU CFO from (ACC: 352) to DUTY (ACC: 106); or

(3) Fleet Training Centers and PRECOMMUNITs. Disband the precommissioning detail in the case of extreme slippage of ship's delivery date.

b. ADDITIONAL PERIOD IS LESS THAN SIX MONTHS. When slippage occurs after personnel have reported to Fleet Training Centers for TEMDU (ACC: 352) precommissioning training, or PRECOMMUNITs for TEMDU CFO (ACC: 352) and the remaining period of time until the vessel's commissioning, or placement in service (for USNS ships), date is less than six months, the following procedures apply for:

(1) FLEET TRAINING CENTERS. NPC (PERS-41, 42, 43 or 44) will issue appropriate order modifications. These modifications will either change the officer's status from TEMDU (ACC: 352) precommissioning training to DUTY (ACC: 106) precommissioning training, or extend present period of TEMDU (ACC: 352) precommissioning training for an additional period (not to exceed six months from date of CNPC order modification). See JFTR, paragraph U2145 and Appendix A, and article 2.1.c. of this manual for additional procedures and regulations.

(2) PRECOMMUNITs. The PCO of the vessel under construction is authorized, under MILPERSMAN 1320-030, via CNPC orders assigning him/her to TEMDU/DUTY CFO as Commanding Officer, PRECOMMUNIT, to modify CNPC orders of military personnel under his/her command to extend their present period of TEMDU CFO (ACC: 352). The modification will be an endorsement to the officer's orders to extend their present period of TEMDU CFO for an additional period not to exceed six months from the date of endorsement. See JFTR, paragraph U2145 for regulations and article 2.1.c. of this manual for procedures. The endorsement must include:

(a) Date the TEMDU CFO is extended;

(b) Reason for such extension;

(c) New estimated date of completion of TEMDU CFO (which cannot exceed six months or 180 days from the date the TEMDU CFO is extended); and

(d) Date of the Commanding Officer, PRECOMMUNIT's NPC orders granting authority by CNPC to modify an officer's orders by endorsement.

(e) Copies of endorsement modifications will be forwarded to NPC (the Pers code indicated in the subject line of the officer's orders). The officer's assignment officer will use these copies to manually update the officer's master record/file accordingly.

c. In order to account for and protect payments of per diem, orders which specify any kind of TEMDU (including CFO) followed by the words "FOR

APPROXIMATELY _____ DAYS" must be modified to reflect any additional or expanded period of assignment. This is not necessary for relatively insignificant extensions of seven days or less when the period of TEMDU or TEMDUINS is more than 30 days, or three days or less when the period of TEMDU or TEMDUINS is less than 30 days.

d. If any additional slippage of commissioning, or placement in service of USNS ships, date occurs, appropriate actions outlined above will again be required.

2.8 CHANGE OF HOMEPORT OR PDS OF A VESSEL, SHIP-BASED SQUADRON OR STAFF, OR MOBILE UNIT.

Entitlement to family members travel and shipment of household goods to the old homeport/PDS of a vessel, ship-based squadrons or staff, or mobile unit ceases on the day an officer attached to or ordered to the unit is notified of the CNO promulgation of a change of homeport or PDS. It is important that officers be promptly notified, since family members travel and shipment of household goods made prior to receipt of written notification of the CNO promulgation does not deny the officer this entitlement, and reimbursement can be claimed to the old homeport or PDS and again to the new homeport or PDS. (See JFTR, paragraphs U5222-D-5, U5222-I and U5350-J; for travel of the officer see JFTR, paragraph U5120-F.)

1. The entitlement homeport/PDS for vessels, ship-based squadrons or staffs, and mobile units is changed within the NMDAS activity file upon receipt of the CNO promulgation message. PCS orders written before or after the date of CNO's promulgation message require additional wording to ensure the officer receives proper authorization for transportation of family members and shipment of household goods.

a. ORDERS ISSUED TO OFFICERS BEFORE DATE OF CNO PROMULGATION MESSAGE. PCS orders directing an officer to report to a vessel, ship-based squadron or staff, or mobile unit, will be modified by CNPC to include the following statement in the Ultimate Activity Section, Part Two of PCS orders:

P66038 ON (date) CNO PROMULGATED CHANGE OF HOMEPORT/PERMANENT DUTY STATION OF (name of unit) TO (new homeport/PDS). REIMBURSEMENT OF FAMILY MEMBERS TRAVEL AND SHIPMENT OF HOUSEHOLD GOODS TO (old homeport/PDS) AS DIRECTED BY CNPC ORDERS (DTG#/date) NOT AUTHORIZED. SEE JFTR, PARAS. U5222-D-5, U5222-I AND U5350-J. A COPY OF THIS ORDER MODIFICATION MUST BE IMMEDIATELY DELIVERED TO THE PERSONAL PROPERTY TRANSPORTATION OFFICE ARRANGING SHIPMENT OF HOUSEHOLD GOODS.

b. ORDERS ISSUED TO OFFICERS AFTER DATE OF CNO PROMULGATION MESSAGE:

(1) PCS orders directing an officer to report to a vessel, ship-based squadron or staff, or mobile unit, if the new homeport/PDS has not been reflected in the activity file at the time orders are issued, will include the following statement in the Ultimate Activity Section, Part Two of PCS orders:

P56037 ON (date) CNO PROMULGATED CHANGE OF HOMEPORT/PERMANENT DUTY STATION OF (name of unit) TO (new homeport/PDS). REIMBURSEMENT OF FAMILY MEMBERS TRAVEL AND SHIPMENT OF HOUSEHOLD GOODS TO(old homeport/PDS) NOT AUTHORIZED. SEE JFTR, PARAS. U5222-D-5, U5222-I AND U5350-J.

(2) PCS orders detaching an officer from a vessel, ship-based squadron or staff, or mobile unit, if the new entitlement homeport/PDS is reflected in the activity file at the time orders are issued, will include the following statement in the Detaching Activity Section, Part Two of PCS orders:

P56036 ON (date) CNO PROMULGATED CHANGE OF HOMEPORT/PERMANENT DUTY

STATION OF (name of unit) TO (new homeport/PDS). REIMBURSEMENT OF FAMILY MEMBERS TRAVEL AND SHIPMENT OF HOUSEHOLD GOODS TO (old homeport/PDS) AUTHORIZED. SEE JFTR, PARAS. U5222-D-5, U5222-I AND U5350-J.

2. OFFICERS ON BOARD AT TIME OF CNO PROMULGATION MESSAGE. When officers have less than 12 months remaining on their tours as of the effective date of change of homeport or PDS, their cases will be individually reviewed. Whenever possible, the PRD will be extended in order to have a minimum of 12 months remaining on the tour as of the effective date of change. When it is not feasible to extend the PRD, the cognizant assignment/placement officers will review each case (coordinating with the commanding officer as required) to determine if it is more appropriate to permit completion of the scheduled tour or to issue PCS orders.

a. HOMEPORT CHANGE CERTIFICATE. (Refer to NAVPERS 15905E, Article 15.02 for detailed information and instructions for preparing the homeport change certificate.) All officers who are attached or assigned on the date CNO promulgates a change of homeport or PDS are entitled to move their family members and ship household goods except:

(1) Officers without family members on the effective date of change of homeport or PDS. However, the officer is entitled to movement of household goods and a motor vehicle.

(2) Officers who have received PCS orders (including separation or Release from Active Duty (RAD) orders) or received written notification of intended issuance of such orders prior to movement of family members or shipment of household goods.

(3) Officers who have less than 90 days obligated service remaining on the effective date of the change of homeport or PDS. Separation or RAD orders will be issued. If the officer's services can be spared, the officer will be transferred for separation; if not, the officer will be required to accompany the ship to the new homeport or the mobile unit to its new PDS.

b. TRANSPORTATION AUTHORIZATION. (Refer to NAVPERS 15905E, Article 15.051 for detailed instructions in preparing the travel order.)

(1) Upon receipt of the CNO promulgation message of change of homeport or PDS, the commanding officer may issue a PCS travel authorization for the officer to proceed to the old homeport and then to the new homeport via any TEMDU/TAD stations. If the ship or afloat staff is at the old homeport, the officer may proceed from the old homeport to new homeport and return to the ship or afloat staff via any TEMDU/TAD stations. Such authorization will be issued when it is deemed necessary for the officer to travel to assist in the movement of family members, shipment of household goods, to pick up personal items, or to bring the officer's Privately Owned Conveyance (POC) to the new homeport. This entitlement will expire one year from the effective date of the homeport change. If an officer is on leave from a deployed ship or afloat staff whose homeport is changed, refer to JFTR, paragraph U5120-F1.

(2) Travel to and from the authorized destination is treated as separate legs of the journey. Officers should only be authorized transportation allowances for POC on one leg of the journey as described in JFTR, paragraph U5150. Travel for the other leg of the journey should be directed by government procured transportation.

2.9 DISLOCATION ALLOWANCE (DLA) AND SECNAVFIND. (JFTR, Chapter 5, NTI and MILPERSMAN 7220-210 refer).

A Dislocation Allowance (DLA) is payable to an officer with family members when his/her family members perform an authorized move in connection with a PCS, or to an officer without family members when not assigned adequate government quarters upon reporting at a new PDS and occupies private quarters. An officer is not entitled to more than one DLA during any fiscal year unless the Secretary of the Navy finds (SECNAVFIND) that the exigencies of the service require more than one PCS move during the same fiscal year. If required, a request for SECNAVFIND must be initiated when entitlement to a second or subsequent DLA in the same fiscal year otherwise exists. Requests for a SECNAVFIND must be submitted at an early date, as approximately three weeks are required for processing.

1. WHEN A SECNAVFIND IS NOT REQUIRED. The Secretary of the Navy has determined that the following events are exigencies required by the Navy and that when a second or subsequent PCS results from them, payment of DLA can be made without a SECNAVFIND:

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

b. Deactivation of a ship or activity.

c. Transfer of an officer from outside the United States to a hospital in the United States for observation and treatment.

d. Transfer of an officer within the United States to a hospital in the United States for observation and treatment, provided the commanding officer of the receiving hospital issues a statement that the treatment will be of a prolonged duration and/or the officer's commanding officer requests a permanent replacement for the hospitalized member as an operational necessity.

e. Transfer of a member to, from or between DUINS at courses of instruction at military installations or civilian educational institutions controlled and managed by one or more of the uniformed services.

f. When the PCS transfer order states "SECNAVFIND NOT REQUIRED" as determined by the order issuing command, or emergency evacuation of family members as provided in the JFTR.

2. SECNAVFIND PROCEDURES FOR ORDER ISSUING COMMANDS. Assignment officers and other commands to whom CNPC has delegated officer PCS orderwriting authority are required to determine the need for a SECNAVFIND for each assignment. If required, they will submit a SECNAVFIND request (Figure 2-1) to NPC (PERS-454C) and obtain approval before issuing PCS orders. PERS-454C will staff the SECNAVFIND and submit it to SECNAV via PERS-4 and CNPC. When SECNAV's response is received, PERS-454C will inform the assignment officer so the appropriate SECNAVFIND statement can be included in the orders. When a PCS order is issued that would entitle an officer to a second or subsequent payment of DLA in the same fiscal year, one of the following statements will be included in the accounting section of the orders:

a. "SECNAVFIND APPROVED" when the approval is obtained before the orders are issued.

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

c. "SECNAVFIND NOT REQUIRED" when it is determined that a SECNAVFIND is not required.

3. SECNAVFIND PROCEDURES FOR INDIVIDUAL COMMANDS. When PCS orders are received for an officer and it is determined at the command level that a SECNAVFIND is required but the PCS orders do not indicate that a SECNAVFIND is approved, pending or not required, the officer's commanding officer will request a SECNAVFIND from NPC (PERS-454C). Information provided in the request will include name, rank, SSN, designator, and whether the officer moved family members to the new duty station or is entitled to the "without family members" payment. Under no circumstances, will any PCS order entitling an officer to a second or subsequent DLA payment in one fiscal year be executed without a SECNAVFIND determination stated in the orders or until specifically approved in advance by NPC (PERS-454C).

4. SECNAVFIND RECORDKEEPING AND PROCEDURES:

a. SECNAVFIND MASTER FILE. NPC (PERS-454C) will maintain the master file of officer SECNAVFIND requests for statistical and record purposes. Each record in the master file will contain the following:

(1) Original of all requests for SECNAVFINDs.

(2) Copy of all orders associated with each SECNAVFIND.

(3) Copy of all homeport change notifications associated with each SECNAVFIND.

(4) Original of all correspondence between PERS-454C and assignment/placement officers pertaining to each SECNAVFIND.

(5) Comeback copy of all SECNAVFIND requests returned from SECNAV/CNPC.

(6) Copy of all approval/disapproval notifications sent to requestors of SECNAVFINDs.

b. INDIVIDUAL OFFICER RECORDS. Assignment officers will annotate the PERSONNEL CORRESPONDENCE Screen in OAIS with an entry for each officer granted a SECNAVFIND. The annotation will include the detachment dates in the same fiscal year which caused the SECNAVFIND to be required and the date the SECNAVFIND was approved.

c. ACTIVITY RECORDS. Placement officers will annotate all initial homeport assignments and all changes of homeport/PDS on the PLACEMENT ACTIVITY SLATE - DETAILED screen in OAIS to include both old and new location and the effective date of the change. For example, CH HP SAN DIEGO/NORFOLK EFF 1/12/87.

## 2.10 GENERAL COURT-MARTIAL ORDERS.

Historically, an officer ordered to appear as the accused in a general court-martial is involved for an extended period of time. TEMDU orders would permit exorbitant per diem entitlements. Conversely, an officer dismissed as a result of a court-martial sentence may be required to reimburse the government since the officer was not ultimately assigned to a PDS. Circumstances may dictate varying per diem entitlements. Therefore, a uniform criterion was established for ordering an officer who is the accused in a general court-martial. The assignment officer will liaison with the Director, Officer Performance Division (PERS-82) prior to issuance of any such order. The following procedures are to be used in conjunction with court-martial orders:

1. When ashore and stationed beyond 25 miles of the city where the general court-martial is to be convened, PCS orders will be issued. Include reference to MILPERSMAN 7220-300 and JFTR, paragraphs U5317 and U5345-B2.

2. When ashore and stationed within 25 miles of the city where the general court-martial is to be convened, the appropriate local command authorized to issue TAD orders will issue such orders when the period of time does not exceed six months. If a period longer than six months is envisioned, NPC will issue PCS orders as described in the paragraph above.

3. After the court-martial, provided no dismissal is involved, an attempt will be made to reassign the officer for a normal tour of duty within same area in order to reduce travel expenses.

4. In unusual cases, such as when an officer is ordered from a ship deployed in WESTPAC, determination of type of orders should be based on entitlements that are least expensive to the government (e.g., travel of family members or per diem entitlements).

5. When ordered ashore from aboard ship, PCS orders will be issued. Include reference to MILPERSMAN 7220-300 and JFTR, paragraphs U5317 and U5345-B2.

6. To determine entitlements for dependent travel, transportation and shipment of household goods incident to an officer's court-martial sentence or Other Than Honorable discharge, refer to JFTR, paragraphs U5240-J and U5370-J.

## 2.11 ORDERS FOR DEFENSE INFORMATION SCHOOL (DINFOS) BROADCAST MANAGER COURSE (BMC) STUDENTS.

1. DINFOS' BMC is a four week course that provides training in Broadcast Management techniques to officers who are assigned to or en route to duties with the Armed Forces Radio and Television Service (AFRTS), Navy Broadcasting at the Naval Media Center or any Navy Broadcasting Detachment. The course is conducted four times per year at Fort Meade, MD, and the AFRTS-Broadcast Center in Los Angeles, CA.

2. All PCS orders written ordering officers for duty with an AFRTS, Navy Broadcasting at the Naval Media Center or any Navy Broadcasting Detachment, with TEMDUINS en route at Fort Meade, MD, or Los Angeles, will include the following text:

> P36053 "EXTRA TRAVEL AND PER DIEM EXPENSES RESULTING FROM (1) TRAVEL TO LOS ANGELES, (2) TRAVEL FROM LOS ANGELES TO NEXT ASSIGNMENT OR (3) RETURN TRAVEL TO MARYLAND TO RETRIEVE PERSONAL POSSESSIONS ARE APPROPRIATELY CHARGEABLE TO MEMBER'S MPN (TRAVEL) AND O&M,N (PER DIEM) ACCOUNTING DATA."

## 2.12 OFFICER FLIGHT ORDERS (NON-AERONAUTICALLY DESIGNATED).

Non-aeronautically designated officers who are assigned to duty involving flying will be issued Flight Crew (DIFCREW) orders by CNPC. See MILPERSMAN 1321-020 for detailed information on DIFCREW orders and submission of requests.

## 2.13 ORDERS CONTINGENT ON AGREEMENT TO REMAIN ON ACTIVE DUTY (GREEMAINS).

1. INSTRUCTOR PILOTS AND NAVAL FLIGHT OFFICERS (NFOS) AND FLEET REPLACEMENT SQUADRON(FRS) STUDENTS:

a. Acceptance of orders to FRS training en route to a warfare specialty squadron constitutes an agreement to remain on active duty for a period of time equal to a normal squadron tour (36 months for first tour pilots, 30 months for second tour pilots) following completion of FRS training. Officers already under obligation for initial fleet training will

continue under the provisions of that agreement or the 36 months stipulation, whichever is longer except for service graduates who will be obligated only to their initial wing obligation.

b. Pilots and NFOs assigned to a squadron, from a FRS, transitioning to new type aircraft (e.g.; F-14 to FA-18), incur the same obligation as above.

c. Officers ordered to a flying billet involving Instructor Under Training (IUT) incur a two year obligation following IUT.

d. Pilots and NFOs accepting orders to Naval Strike and Air Warfare Center N-7(TOPGUN) constitutes their agreement to remain on active duty for 24 months in a fleet flying billet following their SFTI tour of duty. If fleet Replacement Squadron training is required, the 24 months will commence upon reporting to the fleet flying billet.

e. To ensure incorporation in orders of the obligated service provision for replacement and instructor pilots or NFOs, the placement officer will specify in the OAIS Personalized Text Selection Screen the following PTEXT:

(1) P73009 or P73011, as appropriate for replacement pilots or NFOs.

(2) P73011 or P73012, as appropriate for instructor pilots or NFOs.

2. PILOTS AND NFOS ASSIGNED TO SQUADRONS TRANSITIONING TO NEW MODEL AIRCRAFT. All pilots and NFOs assigned to a squadron who transition to a new model aircraft with the squadron will be obligated for at least 12 months upon completion of training.

3. AR PILOTS TO INITIAL TRAINING OF C-9 AND C-130 AIRCRAFT. Acceptance of orders by TAR pilots for initial training in C-9 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), commencing upon reporting to the ultimate duty station following completion of the transition training.

4. EXCHANGE PILOTS AND NFOS. Acceptance of orders to exchange duty involving other than U.S. Navy functional training in aircraft to be flown will obligate these officers for 24 months of active duty following completion of training.

5. SUBMARINE OFFICER ADVANCED COURSE. Submarine officers ordered to department head school for training and subsequent assignment will be issued orders contingent upon a three year agreement to remain on active duty upon course completion. The agreement will run concurrently with any other obligated service previously contracted.

6. NAVAL REACTORS STAFF. Officers ordered to the staff of Naval Reactors will be issued orders contingent upon a three year agreement to remain on active duty. The agreement will run concurrently with any other obligated service previously contracted.

7. SURFACE WARFARE OFFICER DEPARTMENT HEAD COURSE. Officers executing orders to Surface Warfare Officer Department Head Course will incur an obligation of two years active service. The two year obligation will commence upon completion of the course and is concurrent with the remaining time required by any prior active duty obligation (PTEXT 73006).

8. NROTC INSTRUCTOR BILLETS. Officers assigned to instructor billets at NROTC units must agree to remain on active duty until the Projected Rotation

Date (PRD) established by their orders. This applies to orders written on or after 02 May 97.

9. USNA BILLETS. Officers assigned to billets at USNA must agree to remain on active duty until the Projected Rotation Date (PRD) established by their orders. This applies to orders written on or after 02 May 97.

10. STRATEGIC STUDIES GROUP ASSIGNMENT. Officers assigned to the Strategic Studies Group in Newport, RI, must agree to remain on active duty for two years following the Strategic Studies Group assignment. The agreement will run concurrently with any other obligated service previously contracted.

11. PERSONS ORDERED TO CRITICAL ACQUISITION POSITIONS (CAP'S). Critical acquisition positions, identified by the AQD A*C, are those billets which require a member of the Acquisition Professional Community who is a CDR select or senior. Provisions of the Defense Acquisition Workforce Improvement Act (DAWIA) require that persons assigned to CAP's must remain for three years. To ensure incorporation in orders of the required obligated service provision, the detailer will specify in the OAIS Personalized Text Selection procedures PTEXT 73051 with the appropriate TFLS fill-in indicating a three years tenure from the estimated date of arrival (EDA).

12. FIRE CONTROL OFFICER (FCO) OR COMBAT INFORMATION CENTER OFFICER (CICO) 2ND TOUR DIVISION OFFICER TOUR LENGTHS FOR AEGIS PLATFORMS. All officers executing orders to AEGIS FCO or CICO billets must agree to serve the entire prescribed tour length of 18 months. Lateral transfer, resignation, or Voluntary Release from Active Duty (VRAD) requests will not be approved for dates earlier than the 18 month PRD.

## 2.14 ORDERS REQUIRING SPECIAL SECURITY CLEARANCES.

1. Certain billets require that Single Scope Background Investigations (SSBIs) be completed or commenced on an officer before that officer can be assigned. Necessary investigations will be initiated by the LOSING COMMAND as required by NPC in the orders. NPC (PERS-4) must approve any exceptions to this policy.

2. A complete SSBI within the past five years is required for individuals reporting to SSBI coded billets. An individual without an up-to-date SSBI is not acceptable to the receiving activity and cannot perform in the billet. Therefore, early issuance of orders containing the SSBI comply with item or PTEXT is absolutely imperative if the officer under orders is to provide a timely relief. Placement officers will determine officer SSBI requirements based upon the BSC information contained in the Activity Manning Document. Those billets coded "Q" indicate an SSBI requirement is necessary for the officer to be detailed and the resultant orders reflect this via the appropriate PTEXT. For officer "Q" coded details, the principal concerns are early identification of fills and careful determination of the constituent's present clearance/need for update. For Top Secret Clearances:

a. MILPERSMAN 5510-010 contains reference material pertaining to schools and courses which require access to classified information. The arrival of officer students at schools and commands without the appropriate security clearances places an unnecessary administrative burden on the commands and NPC.

b. One of the following PTEXTs will be selected by placement officers when orders require a request for personnel security investigation be initiated by the command delivering orders. The Fill-in Text Description Screen on the Text Maintenance Menu (A29) in OAIS gives descriptions of required fill-ins for these PTEXTs.

P71019 WHEN ASSIGNMENT REQUIRES A CURRENT SINGLE SCOPE

BACKGROUND INVESTIGATION (SSBI) COMPLETED IN THE PAST FIVE YEARS FOR ACCESS TO SENSITIVE COMPARTMENTED INFORMATION (SCI) AND TOP SECRET. All orders written ordering officers to CDR commands shall include P71019.

P71020 WHEN ASSIGNMENT REQUIRES A SINGLE SCOPE BACKGROUND INVESTIGATION (SSBI) FOR ACCESS TO SINGLE INTEGRATED OPERATIONAL PLAN - EXTREMELY SENSITIVE INFORMATION (SIOP-ESI) AND TOP SECRET.

P71021 WHEN ASSIGNMENT TO A CRITICAL POSITION UNDER THE PERSONNEL RELIABILITY PROGRAM WHICH REQUIRES A SINGLE SCOPE BACKGROUND INVESTIGATION (SSBI) FOR A NUCLEAR WEAPONS POSITION AND TOP SECRET.

P71022 WHEN ASSIGNMENT REQUIRES A SINGLE SCOPE BACKGROUND INVESTIGATION (SSBI) FOR ACCESS TO TOP SECRET INFORMATION.

## 2.15 ORDERS TO OFFICERS IN EXCHANGE/LOAN PROGRAMS.

Special security restrictions may apply to officers ordered to exchange or loan program billets, or to officers ordered to foreign service colleges. In addition, any such officers must be made aware of their status relative to judicial jurisdiction. Refer to OPNAVINST 5700.7, enclosure (1), paragraph 5.

## 2.16 TEMPORARY ADDITIONAL DUTY (TAD) ORDERS.

1. TAD TRAVEL ORDERS. TAD orders assign an officer to temporary duty, in addition to present duties, and direct the officer, upon completion of this TAD to "return to the present PDS" and resume regular duty, temporary duty, or TAD. TAD is defined as travel (one journey) away from the PDS to one or more places and return as normally directed in the TAD orders.

a. Except when specifically directed otherwise, by CNPC, TAD orders automatically expire when the officer returns to the duty station from which he/she proceeded on TAD or the officer returns for personal reasons in a liberty or leave status.

b. If a return is necessary for transportation changes (i.e., train, plane) en route to the next TAD station and no unnecessary delay is taken, the orders remain in effect. TAD personnel remain attached to the station from which they initially proceeded on TAD, as well as being subject to the command of each commanding officer to whom they may report on TAD.

2. ISSUANCE OF TAD ORDERS:

a. DELEGATION OF AUTHORITY. All commanders, commanding officers and officers-in-charge, as well as their seniors in the chain of command, are authorized to issue TAD travel orders to officers and midshipmen of the Armed Forces under their immediate military command, provided they are in receipt of appropriated funds to support the travel costs of such orders, or have been specifically authorized in each case to charge the cost of travel to an appropriation which is administered by the activity issuing the authorization. The commanding officers of these commands may sign their own orders.

(1) This delegated authority is subject to such additional instructions and limitations as each command's administrative commander may prescribe.

(2) As an administrative support function for those commands not having orderwriting authority, area coordinators are authorized to issue TAD orders to officers and midshipmen attached to commands physically located within their assigned areas.

(3) Authority to authorize "revisit (return to duty station prior to completion of TAD) PDS" in TAD orders is not delegated below NPC (PERS-454C).

b. COMPLYING WITH AND SIGNING ORDERS. It is imperative that great care be taken in processing and issuing TAD orders, and that orders are carried out exactly as written. If an officer cannot carry out travel orders as written, either last minute verbal authority to deviate from the orders, or a written modification to the orders, when time permits, must be obtained from competent authority before the travel begins. (See MILPERSMAN 1320-040 and 1320-050.)

c. VERBAL AND TELEPHONIC TAD ORDERS. Verbal orders given in advance of travel, or orders written in the field which quote or reference orders received by telephone from competent authority, must be subsequently confirmed in writing within seven working days by the order issuing authority. Reimbursement for travel expenses under such orders may not be made until such confirmation is obtained.

(1) The confirmation orders which are issued subsequent to the commencement of travel will state the urgency of travel and the reasons for not issuing written orders. For example, the last paragraph of confirming orders would read:

"Subject travel was necessary at this time and the length of time consumed in going through administrative channels prevented written orders from being issued prior to your departure."

(2) In addition, confirmation orders will state:

"Confirming telephoned (or verbal) instructions of (date) to (geographical location)."

3. TIME LIMITATION FOR TAD ORDERS. TAD assignments at any one place will be limited to periods not in excess of six months per JFTR, paragraph U2145. The same time limitation for TEMDU orders outlined in article 2.1.1.c. of this manual applies to TAD orders. However, this limitation does not prevent bona fide extensions (see article 2.1.1.c. of this manual for extension procedures) due to definite changes of plans or unforeseen expansions and delays encountered in the TAD performance.

a. All cases/requests of an emergency or unusual nature, or where exigencies of the service appear to require the assignment of officers to TAD at one location for periods in excess of six months instead of issuing PCS orders, will be forwarded for approval to NPC (PERS-454C) with full justification and other pertinent information including the following:

(1) Purpose of TAD and principal location where it will be performed and approximate dates.

(2) Overall number of officers.

(3) Command(s) to which officers are assigned including homeport and/or PDS.

(4) Whether there will be details at locations other than that of main body and if so, those locations will be identified.

a. REPEAT TRAVEL ORDERS. Repeat travel orders are issued only by CNPC to direct an officer to perform, in addition to regular duties, such travel from time to time as may be necessary from the duty station to (and from) points designated in the orders.

(1) Requests for repeat travel orders will be forwarded to the cognizant bureau, office or activity exercising command or primary support control for preparation of an officer's TAD Request for submission to NPC (PERS-454C). Supplementary travel directives, based on repeat travel orders, will be prepared for each round trip, in accordance with NTI, by the authority designated in the orders to direct travel or by the appropriate administrative officer. Normally, commands who have TAD orderwriting authority will not request repeat travel orders for members attached to their commands. Personnel attached to a non-orderwriting activity who are required by the nature of regularly assigned duties to travel frequently away from their PDS (e.g., couriers, special court-martial military judges, etc.) may be issued repeat travel orders upon request to CNPC. The directive provided by CNPC will be used for the officer's entire tour and will be canceled at the time of the officer's detachment.

(2) Requests will contain justification as to the necessity for this type of travel order, including the estimated cost and number of trips per quarter. The requests must include estimated quarterly costs for transportation, per diem and miscellaneous.

(3) Repeat travel orders will not be used for occasional travel, such as TAD undergoing courses of instruction, attendance at scientific, technical or professional meetings, conferences of any type, or travel to or through the NATO countries in connection with NATO matters.

b. BLANKET TRAVEL ORDERS. Blanket travel orders are issued only by NPC and are used in exceptional cases for the travel of military members, when the nature of the travel to be performed prevents issuance of repeat or individual TAD orders. Restrictions are placed on issuance of such orders, due to the additional care and control that must be provided to avoid over-expenditure of funds. Blanket travel orders, as distinguished from repeat travel orders, do not necessitate issuance of a supplementary travel directive. These orders, which are issued only to members who frequently and regularly travel on short notice away from their PDSs in performance of their regularly assigned duties, provide for travel within prescribed geographic limits, but without designation of specific destinations.

(1) Blanket travel orders are issued for all or part of a fiscal year, but may not be issued to cover travel beyond the close of the fiscal year.

(2) Requests for issuance of these orders will be addressed to NPC (PERS-454C) and will be forwarded to arrive not later than 20 days prior to the effective date of the officer's first trip. Requests will contain, <u>as a minimum</u>, the following information for each officer concerned:

(a) Grade, name, SSN, designator and complete location of ultimate duty station (station from which TAD is to be performed).

(b) Effective date of orders.

(c) Location, duration and frequency of travel.

(d) Type of transportation to be used to and from and while at TAD point(s). Statement as to availability of the usual means of transportation or a statement of justification as to why the usual means of transportation will not suffice.

(e) Type of quarters and messing facilities to be used at TAD point(s). Members must use adequate government quarters and messing when available, or otherwise obtain a statement of non-availability. In the case of government quarters <u>only</u>, no statement of non-availability is required if

the member has previously obtained a non-availability control number from the BOQ. In the event that utilization of government facilities would adversely affect the performance of the assigned TAD, the requesting official must provide the orderwriter with justification as to why this situation exists.

(f) Standard Document Number (SDN). (See NAVCOMPTINST 7300.99 (series).

(g) Customer Identification Code (CIC), if applicable.

(h) Complete line of accounting data to which travel is chargeable.

(i) Estimated quarterly cost of transportation, per diem and miscellaneous expenses.

(j) A clear description of the travel involved to include complete justification for the need to use blanket vice repeat or individual travel orders.

(k) Military address where orders should be sent and addresses of commands to receive copies of orders.

(l) Address and code of the disbursing office of the command paying for these orders.

(m) Other information, as applicable (i.e., security clearance data if required in orders).

(n) Point of contact. Include the grade, name, DSN and commercial phone numbers of an individual who may be contacted if additional information is required.

c. GROUP TRAVEL ORDERS. Order-writing commands should consider the feasibility of group travel orders in those circumstances where three or more members of a command or unit are to travel together from a common point of origin to a common destination. Detachments or units involved in routine or fleet deployment evolution’s are considered appropriate cases wherein group travel orders may be used. JFTR, Appendix A, provides guidelines in prescribing group travel, and paragraph U4000 outlines the authorized allowances while traveling under group travel orders. Such orders are similar to TAD orders, except that the members will be furnished transportation by government conveyance or Government Transportation Requests (GTRs). Subsistence and quarters en route are furnished as provided for in JFTR, paragraph U4001.

d. PERMISSIVE TRAVEL AUTHORIZATIONS. Commands authorized to issue TAD orders may write an "authorization" permitting officers and midshipmen under their command to perform travel at no expense to the government if TAD is not in the public interest to a degree that will justify expenditure of government funds. (MILPERSMAN 1320-080 refers.) Shortage of TAD funds is not a justifiable reason for granting permissive TAD. Permissive travel authorizations will not be issued in connection with official Navy business. Such travel will be covered by a directive type order providing for all of the appropriate travel expenses authorized by the JFTR.

(1) Permissive authorizations must always include the following clause:

> "This permissive travel authorization is issued with the understanding that you will not be entitled to reimbursement for travel, transportation, per diem, or miscellaneous expenses in connection with its execution. If you do not desire to bear these expenses

personally, you may choose not to execute this permissive travel authorization and it will be cancelled."

(2) Government transportation will be authorized only for the purposes specified in MILPERSMAN 1320-080. When authorized, transportation is limited to space available travel in DoD owned or controlled aircraft. (OPNAVINST 4630.25 and DoDINST 4515.13 refer.)

(3) The authorization will state if delay to count as leave is authorized in conjunction with permissive authorizations.

(4) Permissive authorizations for officer or midshipmen travel in excess of 30 days will be requested from NPC (PERS-454C). Such permission, including that for navigational and proficiency flights (JFTR, paragraph U4102-K, NTI, paragraph 5350 and NAVSO P-1459 refer), may be issued to any officer on permanent duty with the Navy. It will authorize (as distinguished from direct) the officer to proceed to a place, and upon completion, to return and resume regular duties.

(5) Permissive authorizations may be used for the purposes specified in MILPERSMAN 1050-270 for administrative absences.

(6) Permissive authorizations for the purpose of residence hunting trips in connection with PCS orders may be authorized for up to five working days prior to execution of the move. The TAD period may be extended up to a total of ten calendar days when combined with weekends, holidays and liberty. Permissive travel orders may not be combined with funded TAD travel. Eligibility criteria are contained in MILPERSMAN 1320-210.

5. ATTENDANCE AT CONVENTIONS AND MEETINGS. When travel expense to the government is incurred by attendance of an officer at meetings of a scientific, technical or professional nature sponsored or convened by non-federal organizations, requests will be processed as outlined in SECNAVINST 4651.8 (series). There is no authority under which the form OPNAV 5050/11 (6-83), request and approval for attendance at meetings, may be used to limit entitlements under directive type orders for lesser amounts than those stipulated in JFTR. Accordingly, when the maximum amount approved on the basic OPNAV 5050/11 is less than the total expense actually incurred by the member, and such additional expense would otherwise be reimbursable under the provisions of JFTR, a supplemental OPNAV 5050/11 that cross references the initially approved form request will be approved to cover the additional expense. Subsequent to this approval, the orderwriting activity will endorse the basic orders, to include the additional expenditure. One of the following statements in the text of the orders or endorsement, as applicable, will be included:

a. "Funds not to exceed ($ ) for expenses of attendance at meeting were approved (date) on Form _____ by (authority), as designee of SECNAV for this purpose by authority of current SECNAVINST 4651.8."

b. "Additional funds not to exceed ($ ) for expenses of attendance at meeting were approved (date) on Form _____ by (authority), as designee of SECNAV for this purpose by authority of current SECNAVINST 4651.8."

c. "Registration fee of ($ ) authorized in connection with this meeting." (If applicable).

6. TRAVEL IN CONNECTION WITH PUBLIC EVENTS. TAD orders in connection with participation in public events will be issued in accordance with DoN Public Affairs Regulations (SECNAVINST 5720.44 (series)).

7. DELAY TO COUNT AS LEAVE IN CONNECTION WITH TAD. Occasionally, Congress has criticized government agencies for authorizing leave in

connection with TAD, where it could be construed that TAD was arranged to provide transportation for leave at government expense. Under circumstances not subject to this type of criticism, NPC has, in the past, authorized delay to count as leave in connection with TAD. Normally, travel by Privately-owned Conveyance (POC) should not be authorized in TAD orders which authorize leave. Exceptions may be appropriate when POC will be less costly than other modes of transportation, including anticipated per diem while in transit, taxi fares, etc. (See NTI, paragraph 4054.)

a. Subject to the foregoing, orderwriting commands are authorized to grant leave equal to earned leave plus advance leave (not to exceed 30 days) in conjunction with TAD orders (regardless of duration of TAD) provided there is no additional expense to the government. Cognizant commanders and commanding officers should screen each request to ensure that TAD orders are not being requested as a means to defray transportation expenses to and from place of leave. The delay to count as leave will be incorporated in the orders.

b. When granting leave in conjunction with TAD orders, include a directive in the orders stating "if you avail yourself of this leave, indicate on original orders date and hour TAD commenced and was completed." (See NTI, paragraph 4054-2.) The paragraph below will also be included in orders which grant leave outside the 48 contiguous states and the District of Columbia:

> "If you avail yourself of this leave, obtain endorsement from each TAD point as to transportation which would have been available in reporting to next TAD point, or in returning to duty station via shortest usually traveled route, giving date and hour of departure and arrival. You are authorized to visit (specify countries) in a leave status."

c. The provisions of COMNAVPERSCOMINST 1050.11 (series) will be adhered to concerning foreign leave travel of Navy personnel.

8. DIRECTIVE TO REPORT. For travel within the United States (less Alaska and Hawaii) it is not mandatory, except when the TAD is under instruction, that such orders contain a directive for the officer to report. However, it is considered good practice to require reporting, where practicable, especially for extended periods of TAD.

a. If a senior commander is not available for reporting purposes, the officer should report by message, in person, or by other means to the appropriate naval attaché', giving address and itinerary while in the area. In each of the above instances, the naval attaché in the area should receive a copy of the officer's orders.

b. If an officer is not ordered to report, no reporting endorsement is necessary except to claim other than the minimum per diem. Whether or not the officer is directed to report, it is his/her responsibility to obtain the required certificates or endorsements as to the availability of government facilities.

9. EARLY REPORTING. The cognizant commander or commanding officer authorizing TAD and leave should determine the officer's leave desires and ensure the orders are written to prevent early reporting at the TAD station. Officers will be directed to commence travel in order to report no earlier than the day preceding the class convening date, unless:

a. Such earlier reporting is necessary due to variations in transportation schedules.

b. The duty may be performed at any time, as differentiated from a fixed period, as is generally the case for TAD under instruction.

c. When the appropriate commander determines that early reporting is in the best interest of the government or has been caused by conditions beyond the individual's control, the following explanation will be included in the orders or attached as an endorsement. "Detachment or reporting on (date) is considered in the best interest of the government because (reason)."

10. SECURITY CLEARANCE. All commands issuing TAD orders will ensure that officers for whom orders are written are not restricted by the provisions of OPNAVINST 5510.1 (series). When access to classified information is required, the orders will contain a statement as to the officer's security clearance and the basis for such clearance. The command issuing orders or requesting orders from an administrative commander will certify the level of clearance granted and the basis for such clearance.

a. The TAD orders will contain the statement, "It is certified that you hold a (final or interim) (top secret, secret, or confidential) clearance (CRYPTO access), based on:

(1) Special Background Investigation, Background Investigation, or National Agency Check completed (date) by (investigative agency).

(2) National Agency Check, completed (date) by (investigative agency) plus (number of years, as required) continuous honorable active duty.

(3) NAVINSERV/NPC Name Check completed (date), as reported by (source).

(4) Record Check, conducted in accordance with SECNAVINST 5510.30 (series) by (command conducting check)."

b. In addition, a message will be sent to the receiving command verifying the above information.

11. REGISTRATION OF VALUABLE EFFECTS. Any officer leaving the customs territory of the United States who intends to take valuable effects of foreign origin (e.g., camera, jewelry, luggage, etc.) should declare such articles on Customs Forms 4455 (short) or 4457 (long) with a customs officer, in order to facilitate processing, and to ensure the member will not be assessed on the same articles upon return to the United States.

12. TRANSPORTATION IN CONNECTION WITH TAD ORDERS. All TAD travel should be accomplished in a manner which is advantageous to the government. Transportation should satisfy the mission requirement at the lowest cost. Consideration must be given to the actual cost of transportation, per diem allowances and lost productivity time. Surface ground transportation should be considered when short travel distances are involved and groups are being moved.

a. Commands issuing TAD orders will direct their personnel to contact the passenger transportation officer at the supporting PSD as soon as travel dates and destinations can be determined, even if orders are not yet completed, so that the most responsive and economical transportation can be arranged.

b. Order approving authorities will not direct a more costly means of transportation nor direct the use of Category Z air transportation when overseas travel is involved. See NAVMILPERSCOMINST 4650.2 (series).

c. When members of a command or unit are to travel together from a common point of origin to a common destination, group travel orders should be considered. Refer to NAVMILPERSCOMINST 4650.2 (series), and NAVMILPERSCOMINST 4630.2 (series).

d. TRAVEL INSIDE CONUS (LESS ALASKA AND HAWAII). A specific mode of transportation need not be included in the orders unless it is in the best interest of the government to do so. In order to take full advantage of discounted fares offered by scheduled commercial airlines for GTR-procured transportation, orders should direct the use of a GTR. Since scheduled government air transportation is not available within the continental United States, its use will not normally be directed in the orders. However, transportation authorities are authorized to make appropriate use of operational support airlift. Commercial transportation will not be scheduled as a back-up for government transportation.

e. TRAVEL OUTSIDE CONUS (INCLUDING ALASKA AND HAWAII). Orderwriting commands will direct the use of government air for all international/transoceanic travel. When travel via government air has been directed in the orders and the Navy Passenger Transportation Office (NAVPTO) determines that such transportation is not available, a certification to that effect will be made on the orders before a GTR or airline ticket is issued. The certification will be made by the Transportation Officer (TO)/Transportation Agent (TA) at the location of the PDS or the TO/TA servicing the various TAD/TEMDU points.

f. TRAVEL BY PRIVATELY OWNED CONVEYANCE (POC) INSIDE AND OUTSIDE THE UNITED STATES:

(1) TAD travel by POC involves various costs which must be considered when such travel is authorized or approved as advantageous to the government. As a minimum, the following cost information should be compared:

(a) For POC:

1. Cost for travel mileage using distances contained in Official Table of Distances (NAVSO Publications 2471 and 2472) and per mileage rates in JFTR, paragraph U3305.

2. Estimated cost for per diem while traveling to and from TAD site using JFTR, paragraph U5160-B and NAVSO P-2471 or P-2472 to compute reasonable travel days.

3. Cost for lost time while traveling to and from TAD site utilizing daily Composite Standard Military Rates contained in NAVCOMPT Manual, Volume 2, or the current NAVCOMPT NOTE 7041 which updates those rates.

4. Estimated cost for travel in and around the TAD site, if appropriate, utilizing JFTR, Volume 1, Chapter 3, Part F.

5. Any other expenses peculiar to POC travel.

(b) For Government or Commercial Air:

1. Cost for round trip ticket (incorporating group rates or reduced fares, if available).

2. Estimated cost for per diem (normally one day each way).

3. Cost for lost time (normally one day each way).

4. Estimated cost for rental vehicle, if appropriate, bearing in mind available government or public transportation when known (e.g., DoD buses in Washington, DC).

5. Any other expenses peculiar to air transportation.

(2) Authorization or approval of TAD travel by POC as more advantageous to the government may be granted by order issuing commands when the one-way travel time to, from or between TAD sites will not exceed one calendar day. (MILPERSMAN 1320-100 applies.) Per diem allowances are payable for the actual time necessary to perform the directed travel (JFTR, paragraph U3300). When authorizations or approvals for POC travel are granted, orders will contain the following paragraph:

"You are hereby authorized to travel via privately owned conveyance, with reimbursement at the rate prescribed in JFTR, paragraph U3300, for the official distance traveled, such mode of travel being considered as more advantageous to the government."

(3) When orders do not specify a mode of transportation, travel via POC is authorized as outlined in paragraphs U3300 and U4330-G of JFTR.

g. TAXICABS AND RENTAL CARS. General policy concerning rental cars is contained in paragraph 2605 of NAVMILPERSCOMINST 4650.2 (series). (See NAVCOMPTINST 4650.7 for further information.) JFTR, Volume 1, paragraphs U3415, U3410 and Chapter 3, Part F stipulate when a taxicab or a rental car may be authorized or approved for official business and when that mode of transportation is determined to be advantageous to the government. Car rental or taxicab use should be authorized only in situations when a hardship will be incurred by the traveler without authorization for transportation and the need is fully documented and justified. The local PSD should evaluate the relative advantage of rental car use by a group and document the validity of a request for rental car authorization.

(1) The following types of circumstances may justify use of rental cars and/or taxicabs:

(a) Government/commercial transportation is not available or not suitable at the temporary duty location.

(b) Messing facilities are not available or not suitable at the temporary duty location.

(c) The officer should be occupying the nearest available motel/hotel to the temporary duty location.

(d) The cost of a taxicab should be compared with cost of a rental car. Any other pertinent circumstances that would make the use of rental car or taxicab more advantageous to the government and not just a convenience to the officer. Determine whether the officer could take a taxi to place of business in the morning and return by taxi in the evening to place of lodging and authorize the least expensive mode.

(e) Generally, the use of rental cars or taxicabs is not authorized in and around Washington, DC, because public transportation is considered adequate.

(f) For vehicle classes other than economy car, see NAVMILPERSCOMINST 4650.2 (series).

(2) To enable disbursing personnel to make payments in accordance with the JFTR the orders should state where (CONUS geographic location) the rental car or taxicab is authorized to be used, and cite the applicable paragraph below:

(a) RENTAL CAR. "Under circumstances not permitting travel by the usual means (in/around, to/from), TAD area, as applicable, authorized lowest cost Military Traffic Management Command (MTMC) contract rental car

(ECAR, EMAN, EWGN (1 passenger)) available for official use only in accordance with JFTR, paragraphs U3415 or U3510 and NAVMILPERSCOMINST 4650.2 (series).

(b) TAXICAB. "You are authorized the use of taxicabs for official business in and around (city), in accordance with JFTR, paragraphs U3410 and U3510."

h. TRANSPORTATION OF CLASSIFIED MATERIAL OR DOCUMENTS (ENCLOSED ACCOMMODATIONS). A compartment, drawing room, bedroom, or other suitable accommodations may be furnished for transportation of secret documents by an officer messenger when CNPC authorizes such accommodations for security purposes or valuable Naval property is transported as hand baggage. Requests for such accommodations should be submitted to NPC (PERS-332) in accordance with MILPERSMAN 1810440.

i. BAGGAGE. If, in the opinion of the order approving authority, the mission warrants the authorization of excess baggage, an excess baggage allowance may be authorized. The amount authorized should be that which is absolutely necessary in connection with performance of official duties. The free baggage allowance aboard AMC airlift and commercial international air service is normally two checked pieces and one carry-on piece. However, depending on the commercial air carrier, the number of carry-on pieces may vary. It is best to check with the specific carrier involved regarding free baggage provisions. There are dimensional restrictions (see NAVMILPERSCOMINST 4650.2 (series)). Generally, foreign flag carriers within overseas areas are on the weight system and the free allowance can vary, but in most cases is 44 pounds or 20 kilograms. If the traveler will be connecting between U.S. and foreign flag carriers, excess baggage may have to be granted for the foreign flag segment to ensure the same free baggage allowance from origin to destination.

j. Order issuing authorities are authorized to subsequently approve the items below upon completion of travel under TAD orders. Subsequent approval will contain a statement of facts and circumstances as to the reason for granting approval of these items, and carry the same signature as the TAD orders.

(1) Special conveyance other than fly-it-yourself rental aircraft (refer to the Navy Passenger Transportation Manual).

(2) Privately Owned Conveyance (POC) as advantageous to the government.

(3) Taxicab between place of lodging and place of business.

(4) Excess baggage, up to the limit of one piece or 70 pounds.

13. UNIFORM FOR TAD TRAVEL. The appropriate uniform will be worn by officers under TAD orders when traveling on government owned or controlled aircraft, except when civilian attire is required by the DoD Foreign Clearance Guide due to military specialty or local extenuating circumstances for political or personal safety reasons. Civilian clothing may be worn when traveling by other modes of transportation, unless a uniform is required by the order issuing authority or is a prerequisite for entering a foreign country without official passport. In the latter case, security and diplomatic requirements take precedence. Civilian clothing will be in good taste and not conflict with accepted attire in the overseas country.

14. TRAVEL STATUS. Travel status is necessary to effect entitlement to per diem. No per diem is payable for any day prior to the day during which travel status commences or for any day subsequent to the day during which a travel status terminates. In accordance with JFTR, paragraph U4102-G, no per diem allowance is authorized for TAD performed away from the officer's

permanent station at a place to which they commute daily from quarters to duty at his/her PDS. When an officer performs TAD at the place of his/her family domicile, which is other than the place from which the officer commutes to work each day at the PDS, per diem is authorized and lodging is not authorized when an officer stays with friends or relatives at the TAD site even if the officer makes a payment to the friend or relative. (JFTR paragraph U4125-A1d refers.) When the TAD point is within the limits of the officer's PDS, transportation entitlements come under the purview of the JFTR, Volume 1, Chapter 3, Part F.

15. ACTUAL EXPENSE ALLOWANCES. Actual expense reimbursement in excess of the rates in JFTR, Appendix B and D (inside and outside CONUS), is intended for unusual duty assignment where it is anticipated that officers will incur necessary expenses in amounts which will not be covered by the normal per diem allowances. Requests for actual expense allowance for Navy military members only should be submitted in accordance with JFTR, paragraph U4215, in the format specified, to the first flag officer in the chain of command for appropriate action. Actual expense allowance is authorized only when the necessary expenses normally exceed the maximum per diem rate by $5.00 or more per day.

16. PER DIEM AND THE USE OF GOVERNMENT QUARTERS AND MESS. The JFTR provides that all TAD and related travel is on a per diem or actual expense reimbursement basis, unless otherwise specifically authorized by the secretary of the service concerned. Authority to reduce prescribed per diem rates is not granted except under unusual circumstances when the circumstances of the travel or duty to be performed so warrant and are peculiar to DoN (see SECNAVINST 7220.66 (series)). SECNAV has delegated to the Deputy Chief of Naval Operations (Manpower and Personnel) the authority to authorize rates of per diem in lesser amounts than those prescribed by the JFTR.

a. It is the policy of the uniformed services that available adequate government quarters (including Navy lodges) and messes be used by officers in a TAD status, to the maximum extent practicable. (JFTR, paragraph U4400 and Appendix A apply.) Reservations are to be made in the following order of precedence: Navy BQ, Navy lodge or commercial lodging.

b. A member on official travel will use adequate available government quarters or receive no reimbursement for a lodging expense. Government quarters are not available under the following circumstances:

(1) The TDY, TAD or delay is to other than a U.S. installation

(2) The authorizing official has determined the use of government quarters would adversely affect mission performance. (This does not apply to members attending service schools at an installation). Officers in grades O-7 through O-10 make this determination for their own travel;

(3) The travel is in connection with a PCS and per diem is payable under paragraph U5105;

(4) The travel is in connection with a PCS to, from, or between stations outside CONUS. The member is accompanied by family members authorized to travel concurrently, and the family unit cannot be lodged together in government quarters;

(5) The travel is in connection with a PCS to a ship or an afloat staff homeported outside CONUS. The member, accompanied by family members authorized to travel concurrently, is put on TDY at the homeport awaiting arrival of the vessel or onward transportation, and government quarters are not available for the family unit;

(6) All periods of travel en route;

(7) Any TDY or TAD or delay of less than 24 hours; or

(8) The member is TDY or TAD at a medical facility as a nonmedical attendant accompanying a dependent in an outpatient status (applies only when the members PDS is outside CONUS and travel is under paragraphs U5240-G2 and U7550, item 2).

Note: The travel order or voucher must document when one of the above circumstances applies. In all other situations, the availability of government quarters will be checked and documented. The command responsible for the quarters will offer only adequate quarters through the reservation system. If quarters are not available, the travel order or voucher must document the non-availability (by confirmation number, if provided by the service in its registration process; otherwise, the member will note the date the attempt to acquire reservations was made and the phone number and point of contact at the billeting office contacted). The authorizing official then will authorize or approve commercial lodging. Documentation of non-availability on the order or voucher is required to support reimbursement of a commercial lodging expense.

c. Government mess will be used to maximum extent practicable. It is not practicable to direct the use of government mess when:

(1) Government lodging on the installation is not available (see subparagraph A) for the member while on official

(2) On travel days to and from the PDS; or when the authorizing official determines it is impracticable to use the mess due to:

(a) The use of the mess adversely affecting mission performance;

(b) Excessive distance between the mess and place of duty and/or the mess and place of lodging;

(c) Non-availability of transportation between the mess and place of duty and/or the mess and place of lodging; or

(d) Incompatibility of duty hours and mess operating hours. Travel orders shall note if mess use is directed. If mess use is directed but mess non-availability is known before the trip, the order should note that non-availability. If mess use is directed, but, during the trip it is not available, the member will be reimbursed the full M&IE meal rate for meals not available (if the authorizing official approves the members certification of non-availability).

d. CERTIFICATION OF ITINERARIES FOR TRAVEL OF PERSONNEL FERRYING AIRCRAFT. To facilitate payment for travel of personnel ferrying aircraft (see JFTR, paragraph U7100-A) the commanding officer at the PDS will verify the claim submitted by the traveler at the final activity of the itinerary of an assignment. This pertains to cases where the parent command daily tracks the pilot and crew members, issuing verbal orders with flexible itineraries and without specific destinations.

(1) The itinerary will include:

(a) Time of departure.

(b) Time of arrival and departure from each activity visited, including dates of acceptance and delivery of aircraft and reasons for any delays.

(c) Availability of government quarters and messing facilities at each activity visited.

(d) Time of return to PDS.

(2) In accordance with the NTI, paragraph 5150, the following certification will be placed on the reverse of each Travel Voucher or Subvoucher (DD Form 1351-2):

"I certify that the permanent duty station of the claimant was as stated during the period covered by this claim, that the temporary duty for which per diem is claimed was in the performance of duty or training in (name of squadron or unit), and that the duty or training at the points stated in the schedule for the period claimed was directed. The amount and schedule have been examined and are certified correct.

"Commanding officer or designated representative"

(3) The certified itinerary will be considered sufficient for payment of claims.

e. AVIATION PERSONNEL FORCED DOWN UNDER EMERGENCIES. Aviation personnel who are forced down in an emergency and required to incur personal expenses while performing official duties, are entitled to reimbursement of expenses allowed in the JFTR, Chapters 3 and 4. Aviation commands are authorized to issue written orders confirming verbal instructions for reimbursement purposes. This is not applicable to proficiency flights discussed in article 2.15.4.d.

f. OFFICER AND MIDSHIPMAN ESCORTS FOR DECEASED OR ILL NAVY PERSONNEL. Travel expenses for an officer or midshipman who serves as an escort for the remains of a deceased member of the Navy are chargeable to funds under the cognizance of the Chief, Bureau of Medicine and Surgery. Additional information and instructions regarding escorts for deceased personnel are contained in NAVMEDCOMINST 5360.1 (series) and NAVCOMPTMAN, Volume II, Chapter 3 provides the authority to be charged for escorts of deceased personnel. Authority for attendants for member patients is contained in Chapter 7, of the JFTR.

17. TRAVEL ORDER FORM AND ACCOUNTING DATA:

a. TRAVEL ORDER FORM. Orderwriting activities will utilize Temporary Additional Duty (TAD) Travel Orders (NAVPERS 1320/16 (Rev 11-87)) in Figure 2-2 for routine TEMADD travel orders prepared for officers and midshipmen. See Figure 2-3 for guidance in the preparation of the form. Navy orderwriting activities will refrain from using Request and Authorization (DD Form 1610) for TDY of DoD personnel, when issuing the directive type TAD orders to officers and midshipmen.

(1) Multiple address group travel orders.

(2) Permissive (no-cost) travel authorizations.

(3) Travel orders for Aircraft Ferry Service personnel.

(4) Travel authorization for emergency leave.

(5) Travel orders issued by CNPC.

(6) Travel orders for U.S. Naval Academy midshipmen in connection with summer training programs.

b. APPROPRIATION CHARGEABLE. In all cases involving expenditure of appropriated funds for TAD travel, the fiscal data will be included in the same sequence as set forth in NAVPERS 1320/16. The 15-character standard document number will be cited in TAD orders, as directed by NAVCOMPTINST 7300.99 (series). To the maximum extent possible, military TAD travel costs will be borne by those activities whose business or functions are directly concerned. (NTI, paragraph 3121 refers.) As a general rule, funds chargeable for TAD travel expenses are paid by the appropriate sponsor. Since this instruction does not designate chargeable appropriations and there may be situations not covered, requests for determination of the appropriation chargeable in specific cases should be forwarded to the Comptroller of the Navy via the chain of command.

(1) If an officer is ordered TAD from a TEMDU or TAD station, the officer will be directed, upon completion, to return and resume TEMDU or TAD, as applicable. Normally, the activity benefiting from the TAD travel will assume all costs involved when such orders are issued. Payment of duplicate per diem will be avoided by cross-referencing the orders. The date and serial, standard document, or tango number of the basic orders will be referenced in the new order. The basic orders will be endorsed to show the date, standard document and tango numbers of the new TAD order.

(2) Expenses for TAD travel are chargeable in accordance with paragraph 022083-10b of NAVCOMPTMAN. The complete Accounting Classification Code, consisting of nine coding elements and the standard document number, is shown below. Accounting data chargeable for cost of travel will be included in the TAD orders, as follows, regardless of preprinted information on the form:

(a) Appropriation.

(b) Subhead.

(c) Object class.

(d) Bureau control number.

(e) Sub-allotment.

(f) Authorization accounting activity (unit identification code of activity accounting for the bureau control number of sub-allotment chargeable)

(g) Transaction type (see NAVCOMPTMAN, Chapter 8, Volume 2, and NAVSO P-1000).

(h) Property accounting activity.

(i) Cost code (for local use, job order, cost account code, etc.). For fleet TAD orders, the cost code will consist of the estimated date of return (in Julian date format), followed by the service designator code and unit identification code of the operating force unit receiving the benefit of the travel, and the fund code).

(3) When an element is not required, such as the object class, the element will be shown as zeros as necessary for the standard length of the element. When one of the following elements consists of less than the standard number of characters, the element will be preceded with zeroes to make up the standard number.

| ELEMENT | STANDARD NO. OF CHARACTERS |
|---|---|
| (3) OBJECT CLASS | 3 |

| | | |
|---|---|---|
| (4) | BUREAU CONTROL NUMBER | 5 |
| (5) | SUB-ALLOTMENT | 1 |
| (6) | AUTHORIZATION ACCOUNTING ACTIVITY | 6 |
| (7) | TRANSACTION TYPE | 2 |
| (8) | PROPERTY ACCOUNTING ACTIVITY | 6 |
| (9) | COST CODE | 12 |

| (1) | (2) | (3) | (4) | (5) | (6) | (7) | (8) | (9) |
|---|---|---|---|---|---|---|---|---|
| 173804 | .2270 | | 000 | 12345 | 0 | 000189 | 2D | 600012 00000D1E1E40 |

(4) Per NTI, paragraph 3101-2, orders must indicate separately the estimated cost for transportation, per diem and miscellaneous expenses. For example:

EST COST TRANS $ 00.00, PER DIEM $ 00.00, MISC $ 00.00

(5) CUSTOMER IDENTIFICATION CODE (CIC). Paragraphs 032600 through 032603 of NAVCOMPTMAN and NAVCOMPTINST 4650.7 (series) promulgate policy for including a 15-character CIC in all TAD orders involving travel on Military Airlift Command (MAC) aircraft for travel to and from outside CONUS, or authorizing use of rental vehicles. The code identified by the prefix "CIC" will be inserted in the appropriate block on NAVPERS 1320/16 and as near as possible to the accounting data in all other TAD orders. Operating force units will use the service designator code "R" for Pacific fleet units, "V" for Atlantic Fleet units, and all others will use "N" as the eighth character of the CIC.

18. STANDARD TRAVEL ADVANCE POLICY FOR FREQUENT AND NON-FREQUENT TRAVELERS. The DOD, through the General Service Administration (GSA), has a contractual arrangement with American Express (AMEX) for the use of their charge card while on official Government TAD travel. This program has been expanded to provide cash at Automatic Teller Machines (ATMs) location world-wide. The new procedure, which applies to all Navy and Marine Corps activities and operating force units, should make it easier for the traveler to obtain advances and reduce workloads at disbursing offices associated with the current method of making travel advances. (NAVCOMPTNOTE 7300)

a. The use of the AMEX charge card for travel advances is applicable to GS-9, E-7 personnel and above, and wage grade equivalents, who are considered frequent travelers. Frequent travelers are those who are expected to travel at least twice a year or a twelve-month period. Personnel below these grade levels who are expected to travel at least twice a year may apply with their commanding officer’s or director’s approval. Charge cards other than the AMEX are not applicable to the travel advance procedures. A 2.75 percent transaction fee will be charged on all ATM cash advances, which is reimbursable to the traveler. Travelers will be reimbursed for the service charge for cash withdrawal from ATMs at a limit of 2.75 percent of the amount authorized, rounded up to accommodate ATM practices of issuing amounts only in certain denominations. The ATM service fee will be disallowed in cases where withdrawals are in excess of the authorized amount of the advance. A surcharge of one dollar or less, by some banks, is also reimbursable. Receipts are not required to support charges which do not exceed 25 dollars ($25.00). However, members are encouraged to retain all ATM receipts until travel claims have been settled. If travel orders are canceled before departing for TAD, but after drawing an ATM advance, the 2.75 percent fee is reimbursable. A claim, supported by the original orders, for Reimbursement of Expenditures on Official Business (SF-1164) will be used to reimburse the member. Disbursing officers will issue cash or check advances for those officers authorized by order-issuing activities as non-frequent travelers. Travel advances for frequent travelers will be obtained from the ATMs.

(1) Personnel who are eligible, but elect not to apply for the charge cared, or have a suspended or revoked cared, will be considered

frequent travelers and will be limited to advance levels authorized for cardholders. Exceptions may be made if the travel order, for a specific trip, states that the card cannot be sued to charge specific items and/or ATMs are not available to the traveler. Additional exceptions may be made on a case-by-case basis for frequent traveling personnel with personal financial difficulties, when the situation is verified by; the commanding officer and an authorization to receive an advance as a non-frequent traveler is granted. Exceptions will be reviewed annually. Travel advances should not be obtained more than five (5) days before travel or after the last day of travel.

(2) While the Navy does not have an obligation to collect private debts, military and civilian personnel are expected to meet their financial obligations, and should be reminded periodically, by the travelers commanding officer, of this personal financial responsibility.

(3) Travel advances for frequent travelers are limited to 100 percent of the meals and incidental expenses (M&IE) of the per diem allowance plus miscellaneous expenses for taxis, tolls, parking and etc., whether or not they accept the charge card or have lost their charge card privileges due to delinquency. These travelers are expected to charge major travel expenses to the charge card. Travel advances for non-frequent travelers are 80 percent of the estimated travel cost. These allowances are also for travelers that are prevented from using the travel charge card. It is incumbent upon the order issuing activity to clearly indicate, in the orders, whether the advance to be obtained from an ATM or a disbursing officer/PSD. Wording similar to the following should be included in the TAD orders:

(a) For frequent travelers: You are authorized an advance of 100 percent for miscellaneous, meals and incidental expenses (M&IE) from the ATM.

(b) For non-frequent travelers: You are authorized an advance of 80 percent for the estimated per diem and miscellaneous expenses from the disbursing officer/PSD.

(4) While the Navy does not have an obligation to collect private debts, military and civilian personnel are expected to meet their financial obligations, and should be reminded periodically, by the traveler’s commanding officer, of this personal financial responsibility.

b. ORDERWRITING PROCEDURES:

(1) TAD orders will indicate "frequent traveler" or "non-frequent traveler" immediately following an individual's name. In the absence of an indicator, it will be assumed the officer is a frequent traveler.

(2) Advances to frequent travelers will be as indicated above, except when the TAD orders contain a certification statement that:

(a) The traveler, for a reason/s beyond his/her control, should be considered a non-frequent traveler, or

(b) Stating that, although applied for, the officer's travel card has not been received; or

(c) Citing travel circumstances expected that will prevent the use of travel card to charge lodging and/or car rental expense.

c. When an officer is TAD at a location <u>without</u> disbursing facilities that will exceed 30 days, the orders will contain certification to that effect. This will authorize the disbursing officer to pay an advance for the duration of the TAD. Ordinarily, payment of advances beyond 30 days is not authorized.

d. When an officer is TAD at a location with disbursing facilities that will exceed 30 days, partial payments will be paid by the disbursing activity servicing the TAD point. The traveler will submit a completed claim at the end of each 30-day period for payment. The disbursing officer will pay the claim in full for earned entitlement without deduction of a travel advance, if any. The sum of the partial payments and the outstanding travel advance will not exceed the traveler's entitlement under the travel orders. Settlement of the advance will be made on a final travel claim submitted to the disbursing activity at the traveler's PDS. (See NTI, Chapter 1, paragraph 1103.)

e. Government AMEX charge cards are authorized to be used for official temporary duty travel expenses only. The use of such card for personal matters can result in an officer's loss of charge card privileges. However, officers will still receive the lower travel advance as if the charge card was still active.

f. In the event TAD travel orders are prepared with non-frequent traveler determination, when in fact the officer actually has been traveling more than twice a year and orders contain a statement in the remarks portion that the AMEX card has been applied for but not yet received, when in fact the disbursing officer suspects that the application was never submitted for the card, the disbursing officer will compute and disburse the travel advance in accordance with established policy. Concurrently, the disbursing officer will send a memo/letter to the orderwriting activity stating reasons for doubting the information stated on the travel order and request that in future cases, a statement of facts justifying the non-frequent traveler designator or credit card application statements provided be submitted with the request for a travel advance. Non-compliance with the disbursing officer's request for justification will result in the disbursing officer returning future orders, with reference to prior memo/letter request for justification, to the officer's commanding officer.

19. MODIFICATION OF ORDERS. A command will not modify orders issued by another command unless prior approval is obtained from the command which issued the original orders, or unless the original issuing command is junior in the same echelon of command. When orders are modified, care will be taken to have the desired modification continue the appropriate provisions of the basic orders. After the desired modification is made, a statement similar to the following will be appended: "All other provisions of basic orders remain in effect." It is emphasized that orders cannot be modified retroactively to establish/ disestablish entitlements or to change monetary allowances. The basic orders will be endorsed to show the date of the modification and the activity or command which issued the order modification. Orders issued by CNPC may be modified only by CNPC.

## 2.17 PCS PROCEDURE FOR FORWARD DEPLOYED COMMANDS WITOUTH ADMINISTRATIVE SUPPORT

To establish respective ISICs as intermediate duty stations for personnel detaching PCS from forward deployed sea duty commands that do not have onboard administrative/personnel support or the equivalent.

Personnel transferring from the commands listed in Figure 2-5 will have an intermediate stop included in their orders if they are deployed when they detach. The intermediate stop will be their listed ISIC for approximately five working days for the purpose of out-processing. Use Accounting Category 350. In accordance with the JFTR, Vol. 1, para 5120-D, per diem is authorized while at the intermediate duty station if the service member is unable to occupy the same permanent quarters occupied while the unit is in port (e.g., lived aboard ship, vacated private quarters before deployment, etc.).

## 2.18 PERSONNEL SUPPORT FUNCTIONS FOR NATO=S SOUTHERN REGION

To establish the U.S. Navy Element, Allied Forces Southern Europe (UIC 62709) located in Naples, Italy as an intermediate duty station for personnel reporting for duty to COMSTRIKFORSOUTH DET VERONA IT (UIC 31587), HQ AF SOUTH NCISS LATINA IT (UIC 42072), AF SOUTH LCO VERONA IT (UIC 46674), HQ 5TH ALLIED TACAIRFOR VINCENZA IT (UIC 64119), AND HQ NAVSOUTH NAPLES IT (UIC 66030).

1. All officers shall be ordered via U.S. Navy Element, Allied Forces Southern Europe for seven days temporary duty (ACC 350) enroute to the above UIC's.

2. U.S. Navy Element, Allied Forces Southern Europe is a detachment of the Personnel Support Activity, Naples, and provides all administrative support for personnel assigned to NATO’s southern region. The seven day check-in period in Naples will provide sufficient time for the local Personnel Support Detachment to process travel claims, adjust pay records and set up accounts in local financial institutions. Additionally, each members service record will be reviewed and updated with clearance, Dependent Care Certificates, Page 2's and any other required entries.

## 2.19 IN-PLACE CONSECUTIVE OVERSEAS TOUR (IPCOT) COSTING

Costing procedures for all move types are issued yearly in November by PCS Variance Control, Cleveland. All IPCOT travel is to be charged to the detailers PCS account. The following is an example of the correct procedures for reserving IPCOT orders:

a. Member: LT

b. Family members: 2

c. Itinerary:

Old PERMDUSTA: Naples, Italy
New PERMDUSTA: Naples, Italy

d. Table selection: Table 46, O/S to O/S Italy

e. Cost Construction:

(1) *Members cost = $1,750 (Table 46, Italy to Italy line, MBR COST column, at the end of column).

(2) *Family members cost = $3,408 (Italy to Italy line, "Each Dep Cost" column, $1704 x 2 Deps).

*Member and each Dependent Cost includes: Round trip airfare to/from anywhere in CONUS (U.S. avg. airfare).

FIGURE 2-1

STANDARDIZED ACCOUNTING CATEGORY CODES (ACC's)

| CODE | ORDER PRODUCTION MODULE (OPM)* PHRASES FOR OAIS ORDERS ASSIGNED BY | |
|---|---|---|
| 100 | DUTY<br>(more than 6 months) - _____<br>Member assigned or attached for duty other than Temporary duty, temporary duty under instruction, or additional duty at an ultimate activity whose post or official station may include a ship (for the purpose of personal travel and transportation of personal effects located aboard the ship) and the staff/unit (for transportation of family members and household goods.) JFTR, Appendix A. | PERS-4 |
| 101 | ---(failed to report for duty)<br>OMF/PERS-812<br>PERS-8 is notified by PSD/Admin Office that member has failed to report. PERS-8 then updates OMF via a BY TAC transaction. | |
| 103 | TEMPORARY ACTIVE DUTY<br>Member issued round trip orders from home to active duty assignment on a temporary basis and return. Length of active duty period determined in orders. Member is not counted on active strength. | PERS-812/PERS-961 |
| 104 | HUMANITARIAN DUTY<br>(more than 6 months ) -<br>Member assigned under Chapter 5. | PERS-4 |
| 105 | LIMITED DUTY<br>(more than 6 months) -<br>Members assignment restricted by Medical Board for medical reasons. Activities to which assigned considered as a permanent duty station. | PERS-4 |
| 106 | DUTY IN CONNECTION WITH CFO<br>(more than 6 months) -<br>Member assigned for permanent duty at the SUPSHIP Detachment located at the site where a Navy vessel is under construction, conversion or reactivation. A second PCS order must be issued before the vessel is commissioned to detach the member from duty (ACC: 106) at the construction site and direct the member to report for duty on board the ship when placed in commission (ACC: 100). | PERS-4 |
| 107 | MOBILIZATION DUTY<br>Use when directed by CNPC or CHNAVRES. | PERS-4 |
| 108 | DUTY GUARANTEED PROGRAM<br>(more than 6 months) -<br>Programmed School Input Program: Officer new accession, Ensign Stashes, for 90 days or more and for designator transferee, because there are no quotas open in the next class (i.e., Aviation, Submarine, Special Warfare, Supply Schools, | PERS-4 |

etc.) at the time of appointment or change in designator. They are issued an accession order to report to a ship, squadron, etc., for permanent duty. A second PCS order is issued when the school has an opening for the member.

109 DECLARED DESERTER OMR/PERS-812
OMF updated by PERS-8

150 TEMPORARY DUTY GUARANTEED PSI PERS-4
(6 months or less) -
Programmed School Input Program: Same definition as for ACC 108 except that the member will be issued one set of orders with TEMDU guaranteed PSI at an intermediate activity while en route to the programmed school.

320 TEMPORARY DUTY FOR FURTHER ASSIGNMENT PERS-4
(6 months or less) -
Member must be detached from last permanent duty station (PDS) but his/her next PDS has not yet been identified. Member is assigned to an activity for temporary duty pending further assignment to new PDS. Member may or may not, be entitled to transportation of HHG or family members until the follow-on order is issued with the new PDS assigned.
JFTR U4750 and U4760.

330 TEMPORARY DUTY FOR FURTHER TRANSFER PERS-4
(6 months or less)
Member is en route to a unit, for permanent duty, that is away from its homeport and cannot report for duty until transportation is available to the unit or its return to its assigned homeport.

341 TEMPORARY DUTY UNDER INSTRUCTION PERS-4
(less than 20 weeks) -
Member is ordered to attend a course(s) of instruction at a school or installation where the schedule cumulative duration is less than 20 weeks. The school or installation is considered to be TEMDU for entitlement purposes.
JFTR U2145-C.

342 DUTY UNDER INSTRUCTION PERS-4
(20 weeks or more) -
Member is ordered to attend a course(s) of instruction at a school or installation where the scheduled cumulative duration is more than 20 weeks. The school or installation is the members permanent duty station (PDS) regardless of the terms of the orders involved.
JFTR U2145-C.

350 TEMPORARY DUTY (not otherwise defined) PERS-4
(6 months or less) -
Member assigned at one or more locations, other than the permanent duty station (PDS) at which other temporary duty under instruction is performed.
JFTR U2145-A and Appendix A.

351 ---Failed to report for temporary duty. PSD/Admin unit OMF/PERS-812 notifies PERS-8 by message, PERS-8 updates OMF via a BY TAC transaction.

352 TEMPORARY DUTY IN CONNECTION WITH CFO PERS-4
(6 months or less) -

Member assigned for less than 6 months to the SUPSHIP Detachment at the building site of a Navy vessel prior to its commissioning date. Member also directed to report for duty (ACC: 100) on board when placed in commission.

354 TEMPORARY DUTY FOR HUMANITARIAN ASSIGNMENT PERS-4
(6 months or less ) -
Member assigned under Chapter 5 while en route to next permanent duty station.

355 TEMPORARY DUTY AWAITING MED BD/PEB PERS-4
Member awaiting formal Medical Board or Physical Evaluation Board Proceeding.

356 TEMPORARY DUTY PENDING EVALUATION PERS-4
(6 months or less) -
Member awaiting evaluation by local authorities for special duties, i.e., submarine, aircrew, diving, etc., prior to reporting for special duty.

358 TEMPORARY DUTY SEMINAR PROGRAM PERS-4
(6 months or less) -
Senior Minority Assistance Recruiting Program: Member assigned to hometown minority recruiting while en route on PCS orders.

370 TEMPORARY DUTY UNDER TREATMENT PERS-4
Member assigned as an in-patient at a Navy Medical Facility.

372 TEMPORARY DUTY UNDER TREATMENT PERS-4
Member assigned as an in-patient at a non-military medical facility.

373 TEMPORARY DUTY UNDER TREATMENT PERS-4
Member assigned as an in-patient at an other than Navy uniformed service medical facility.

380 TEMPORARY DUTY FOR SEPARATION PROCESSING PERS-4
Member assigned at designated separation activity pending separation processing under orders for resignation discharge, separation, release from active duty or retirement. Member is entitle to no more then 7 days per diem at the designation separation activity.
MILPERSMAN 1910-812.

381 TEMPORARY DUTY PENDING SEPARATION PROCESSING PERS-4
Member remains in pay status, but is ordered home awaiting final disposition of Physical Evaluation Board (PEB). At such time member will be issued appropriate orders.

383 TEMPORARY DUTY DISCIPLINARY PSD/Admin Unit
Member is a holdee, but no confined.

391 TEMPORARY DUTY DISCIPLINARY PERS-4
Member is confined on a military facility.

392 TEMPORARY DUTY DISCIPLINARY PERS-4
Member is held for confinement by civilian or foreign authorities.

393 TEMPORARY DUTY DISCIPLINARY PSD/Admin Unit

Member on appellate leave.
MILPERSMAN

400 ---
System generated when loss from on board activity processed.
MILPERSMAN 1050-310.

Note: Appropriate (duty) IN A VYING STATUS INVOLVING FLYING or (duty) IN A FLYING STATUS NOT INVOLVING FLYING will be inserted on orders by the Order Production Module (OPM) when appropriate billet D-designator, members designator and Primary Aeronautic Designator (PAD) edits are met.

FIGURE 2-2

SECNAVFIND WAIVER REQUEST

From: (Assignment officer's title)
To: Head, Distribution Policy Administration Section (PERS-454C)

Subj: REQUEST FOR A SECNAVFIND

1. Request a SECNAVFIND for the officer named below. The following information is provided:

a. Officer's name, rank, SSN, designator, corps and service.

b. Date of each detachment and activity’s name and location from which detached in same fiscal year where entitlement to DLA was involved.

c. Present duty station.

d. New duty station.

e. Date of detachment from present duty station.

f. Reason for transfer to new duty station.

g. Other pertinent information (state why transfer has to occur this fiscal year, special circumstances that SECNAV could need to make a decision, etc.).

FIGURE 2-3

**TEMPORARY ADDITIONAL DUTY (TEMADD) TRAVEL ORDERS**

| | |
|---|---|
| 1. FROM: | 2. STANDARD DOCUMENT NO. |
| 3. TO: | 4. TANGO NO. |
| | 5. SSN/DESIGNATOR |
| | 6. DATE |
| 7. REF: (A) | 8. ☐ INDIVID ☐ GROUP<br>UAL TRAV TRAVEL |

| | | | |
|---|---|---|---|
| 9. PROCEED ON OR ABOUT: | 10. AUTHORIZED PROCEED ON OR ABOUT: | 11. APPROXIMATE NUMBER OF DAYS: | 12. ESTIMATED DATE OF RETURN |

| | |
|---|---|
| 13. ITENERARY (Activity/activities and Place/Places indicated below) | 14.<br>☐ TEMADD ☐ TEMADDCON<br>☐ TEMADDINS |
| | 15. REASON FOR TRAVEL: |
| | 16. ☐ AUTHORIZED VISIT<br>SUCH |

17. FISCAL DATA ACCOUNTING CLASSIFICATION

| APPROPRIATION SYMBOL AND SUB-HEAD (1) (7 SYM) | (2) (4 SYM) | OBJECT CLASS (3) (3 SYM) | BU CONT NUMBER (4) (5 SYM) | SUB-ALLOT NUMBER (5) (SYM) | AUTHORIZED ACCTG ACTY (6) (6 SYM) | TYPE (7) (2 SYM) | PROPERTY ACCTG ACTY (8) (6 SYM) | COST CODE (9) (12 SYM) |
|---|---|---|---|---|---|---|---|---|
| | | | | | | | | |

| | |
|---|---|
| 18. ESTIMATED COST | 19. CUSTOMER |
| TRANSPORTATION PER DIEM MISC EXP TOTAL | |

20. ITEM: (Use Applicable item numbers as shown on reverse side of form)

"Report to a Disbursing Officer within 10 days after completion of travel to settle your travel

| | |
|---|---|
| 21. ADDITIONAL COMMENTS AND INSTRUCTIONS: | 22. SECURITY CLEARANCE: IT IS CERTIFIED THAT YOU HOLD A<br><br>BASED<br>COMPLETED<br>BY<br>(PLUS)<br>YEARS SERVICE) |

| |
|---|
| 23. AUTHENTICATING SIGNATURE |
| 24. TRANSPORTATION REQUEST/MAC TRANSPORTATION AUTHORIZATION FURNISHED: |
| 25. COPY TO: (Include Operating Budget/fund manager in all cases) |

Figure 2-4

GUIDANCE FOR USE OF NAVPERS 1320/16 (REV 11-87)

1. The following specific guidance is issued to assist in the preparation of the TAD travel order form (NAVPERS 1320/16). Any place that an article number is cited, refer to the article in this manual.

Block 1. FROM: Insert complete name and address of activity issuing TAD orders.

Block 2. STANDARD DOCUMENT NO.: See article 2.16, paragraph 17.b.

Block 3. TO: Officer's rank/grade, name and address (normally, duty station). Travel entitlements accrue from the place to which an order is addressed.

Block 4. TANGO NO.: The number that is to be used to identify the order when the standard document number is not applicable.

Block 5. SSN/DESIGNATOR: Cite officer's social security number and designator.

Block 6. DATE: Insert the date that the order is issued.

Block 7. REF: Reference Chapter 2, OTM as authority to issue TAD order and other pertinent references, if required.

Block 8. INDIVIDUAL TRAVEL/GROUP TRAVEL: Check the appropriate block to show the correct status of the officer while in a travel status. See article 2.16, paragraph 4.c. concerning group travel.

Block 9. PROCEED ON OR ABOUT: MILPERSMAN 1320-060 defines this phrase. Insert the anticipated date officer is required to commence travel. This block is to be used only for directive-type orders.

Block 10. AUTHORIZED PROCEED ON OR ABOUT: This block is to be used when authorization-type orders are issued. In no case will the date for commencement of travel be shown in both blocks 9 and 10 of the same order. See article 2.16, paragraph 4.d.

Block 11. APPROXIMATE NUMBER OF DAYS: Indicate the number of days it is anticipated that the officer will be away from his/her duty station in a TAD status.

Block 12. ESTIMATED DATE OF RETURN: Approximate date (e.g., 15 AUG 1994) traveler is expected to return to duty station.

Block 13. ITINERARY: Prescribe a definite itinerary whenever practicable. Transportation points should not be included in the itinerary. Orders will list the specific TAD point, as well as the city and state, in the itinerary when TAD is to be performed at a military command or activity.

Block 14. TEMADD, TEMADDCON, TEMADDINS: Check the appropriate block that is applicable to the reason for travel (e.g., TEMADD to attend VIP conference; TEMADDCON personnel matters; TEMADDINS to attend PXO course).

Block 15. REASON FOR TRAVEL: State the reason for which the traveler is required to perform TAD.

Block 16. AUTHORIZED VISIT SUCH ADDITIONAL PLACES AS MAY BE NECESSARY: This block should be used when the itinerary shown in block 13 is not firm and it is anticipated that the traveler may have to visit other activities in the

same geographical area. It is not the intent of this block to authorize an officer to travel great distances from the geographical areas listed in block 13. The use of the block should be avoided whenever practicable.

Block 17. FISCAL DATA ACCOUNTING CLASSIFICATION: See article 2.16, paragraph 17.b.

Block 18. ESTIMATED COST: See article 2.16, paragraph 17.b.

Block 19. CUSTOMER IDENTIFICATION CODE: See article 2.16, paragraph 17b.

Block 20. ITEM: The items listed on the reverse of the form provide a standard list of instructions applicable to TAD travel orders. The abbreviated method of identifying instructions pertinent to a specific travel order is accomplished by citing the appropriate item number in block 20. When the item being used has more than one part, cite the number plus the appropriate part. Example: 7(a) NAS Jacksonville, FL; 10(a); 11.

Block 21. ADDITIONAL COMMENTS AND INSTRUCTIONS: Self explanatory.

Block 22. SECURITY CLEARANCE: See article 2.16, paragraph 10.

Block 23. AUTHENTICATING SIGNATURE: See article 2.16, paragraph 2.b.

Block 24. TRANSPORTATION REQUEST/MAC TRANSPORTATION AUTHORIZATION FURNISHED: Space is for use by the transportation officer when furnishing a Government Transportation Request (GTR) or a AMC Transportation Authorization for transportation on government or commercial carriers.

Block 25. COPY TO: List official titles of the commands that have a need for copies of the TAD orders.

(The subsequent numbers (i.e., 1, 2, etc.) correspond to the numbers printed on the reverse of NAVPERS 1320/16.)

1. Applicable for use in orders when member is traveling outside the forty-eight contiguous states and the District of Columbia, or to and between overseas areas.

2. Any time the issuance of a NATO travel order is required, item 2 will be cited in block 20 for cross reference purposes. See article 2.1, section 8.

3. When the traveler is scheduled to attend a classified course of instruction the orders should direct that the command delivering the orders should comply with MILPERSMAN 5510-010.

4. This paragraph of limitation and election is required in permissive travel authorizations because the traveler has the right to choose whether to travel under the orders with no reimbursement from the Government or consider the authorization to travel revoked and remain at the duty station. No expenses of any kind (e.g., transportation via Air Mobility Command (AMC) aircraft, or U.S. flag international commercial air carriers). See article 2.16, paragraph 4.d.

5. This item is applicable to the itinerary cited in block 13. It does not give the traveler authority to revisit permanent duty station. Avoid the use of "authority to revisit" whenever practicable. See article 2.16, paragraph 2.a.

6. Since regular assigned duties are merely suspended during the execution of a TAD order, the officer must be directed to return to permanent duty station to resume regular assigned duties. See article 2.16, paragraph 1.

7. When an officer executes a TAD order from a location other than from the permanent duty station, it is imperative that the correct part of this item be cited in block 20 to reflect the officer's status to avoid incorrect payments being made by disbursing personnel. See article 2.16, paragraph 17b.

8. In instances where it is necessary to issue a directive TAD order for an officer to report to another activity within the area of the permanent duty station (e.g., the officer does not enter into a travel status for per diem purposes), the officer must be directed to resume regular duties upon completion of TAD.

9. See article 2.16, paragraph 16.

10. See article 2.16, paragraph 16.

11. Shows the authority under which an officer's entitlements are authorized while carrying out directive TAD orders.

12. See article 2.16, paragraph 8.

13. When the country that is being visited in a TAD status requires documentation, cite this item in block 20 so that the officer will know that a passport is required and that it is the officer's responsibility to obtain it. Having the proper credentials will avoid delay at port of entry into the country and embarrassment on the part of the United States Government. NAVMILPERSCOMINST 4650.2 (series) lists the overseas areas where passports are not required for military personnel.

14. This item is used for government air travel in CONUS when it is anticipated that a nonscheduled military flight may become available, or that the traveler is able to obtain such transportation en route. An estimated cost for commercial transportation must be provided in such orders, since there is no assurance that a military flight will be available. See article 2.16, paragraph 12.d.

15. See article 2.16, paragraph 12.d.

16. This is a directive to use government and/or government-procured aircraft. The intent of this item is to alleviate the possibility of the traveler being held for an extended period of time awaiting government transportation. Commercial transportation may be furnished if government transportation is not available and a certification to this effect is made. See article 2.16, paragraph 12.e.

17. See article 2.16, 12.i.

18. See JFTR, paragraph U3115-D if circumstances for application need to be reviewed.

19. See article 2.16, paragraph 12.f.

20.When it is anticipated that a government car may be available for use by the traveler either at the TAD station or between the permanent duty station and TAD station, cite item 20(a). If it is known that a command has government vehicles and those vehicles are made available for use by TAD travelers, cite item 20(a). In both situations estimate cost of transportation or miscellaneous expense, as applicable, depending upon where public transportation may have to be used should a government vehicle not be available. When all travel is to be performed by government vehicle, cite item 20(b). In this situation, no estimated cost need be shown in the orders for transportation or miscellaneous expenses.

21. See article 2.16, paragraph 5.

22. See article 2.16, paragraph 5.

23. See article 2.16, paragraph 13.

24. Whenever an officer is required to act in the capacity of an official courier, the officer should be designated as such by using this item in block 20.

25. See article 2.16, paragraph 2.c.

26. Whenever a traveler is granted leave in conjunction with TAD, that leave must be made a part of the TAD orders. It is important that this item be used when granting such leave so that the traveler will know to include the proper information on the original orders prior to submission of any claim for reimbursement. See article 12.16, paragraph 7.

27. The countries that the traveler is authorized to visit in a leave status must be listed in the orders. See article 2.16, paragraph 16.d.

28. Self-explanatory.

29. By using this item, disbursing personnel can readily determine to whom a copy of each paid voucher should be sent for activity accounting purposes.

30. See article 2.16, paragraph 12.g.

31. See article 2.16, paragraph 12.g.

Figure 2-5

LISTING OF FORWARD DEPLOYED COMMANDS WITOUT ADMINISTRATIVE SUPPORT

| UIC | UNIT | ISIC |
|---|---|---|
| 21930 | USS CYCLONE (PC1) | COMSPECBOATRON TWO (UIC 52738) |
| 21931 | USS TEMPEST (PC2) | " |
| 21926 | USS TYPHOON (PC5) | " |
| 21927 | USS SIROCCO (PC6) | " |
| 22143 | USS CHINOOK (PC9) | " |
| 22144 | USS FIREBOLT (PC10) | " |
| 49889 | USNS CAPABLE (T-AGOS-16) | TAGOS UNIT LANT LCREEK (UIC 46077) |
| 42428 | USNS STALWART (T-AGOS-1) | " |
| 42488 | USNS INDOMITABLE (T-AGOS-7) | " |
| 47421 | FLTSURGTEAM FOUR | COMNAVSURGRU LCREEK (UIC 55641) |
| 47419 | FLTSURGTEAM TWO | " |
| 39846 | FLTSURGTEAM EIGHT | " |
| 49342 | FLTSURGTEAM SIX | " |

Figure 2-6

**OPERATIONAL SCREENING IS PERFORMED ON THE ACTIVE DUTY MEMBER ONLY**

**If Suitable utilize the following message format:**

FM transferring command
TO COMNAVPERSCOM MILLINGTON TN//(appropriate detailer)//
INFO gaining command
BT
UNCLAS //N01326//
MSGID/GENADMIN//
SUBJ/OPERATIONAL SCREENING ICO name, rank/ssn/designator//
REF/A/DOC/CNPC/YMD:yyqq//
REF/B/DOC/BUMED/17 FEB 00//
REF/C/DOC/BUPERS ORDERS/YMD:yymmdd//
NARR/REF A IS OFFICER TRANSMAN, REF B IS BUMED INSTRUCTION 1300.2 OPERATIONAL SCREENING REQUIREMENTS, REF C IS ORDER tc or dtg dtg//
POC/name/rank/unit identifier/TEL:DSN (include DSN country code)/TEL:/email address, if applicable// **(Manadatory Line)**
RMKS/1. OPERATIONAL SCREENING IAW REFS A THRU C HAS BEEN COMPLETED. SNM IS SUITABLE FOR ASSIGNMENT.
2. NUMBER OF DAYS TO COMPLETE SCREENING, and applicable reason for delay if over 30 days.//
BT
NNNN

Note: all lower case characters require input.

**If Unsuitable utilize the following message format:**

FM transferring command
TO COMNAVPERSCOM MILLINGTON TN//(appropriate detailer)//
INFO gaining command//gaining and screening MTF
BUMED WASHINGTON DC//MED-02//
BT
UNCLAS //N01326//
MSGID/GENADMIN//
SUBJ/UNSUITABILITY FOR OPERATIONAL SCREENING ICO name, rank /ssn/designator//
REF/A/DOC/CNPC/YMD:yyqq//
REF/B/DOC/BUMED/17FEB00//
REF/C/DOC/BUPERS ORDERS/YMD:yymmdd//
NARR/REF A IS OFFICER TRANSMAN, REF B IS BUMED INSTRUCTION 1300.2 OPERATIONAL SCREENING REQUIREMENTS, REF C IS ORDERS tc or dtg//
POC/name/rank/unit identifier/TEL:DSN (include DSN country code)/TEL: /email address, if applicable// **MANDATORY**
RMKS/1. OPERATIONAL SCREENING IAW REFS A THRU C HAS BEEN COMPLETED. SNM IS UNSUITABLE FOR THIS ASSIGNMENT.
(A) Give 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, or reason for delay if over 30 days.//
BT
NNNN

Note: all lower case characters require input.

CHAPTER 3

TOUR LENGTHS


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# CHAPTER 3

# TOUR LENGTHS

## 3.0 GENERAL TOUR LENGTH POLICY.

1. Officer tour lengths are established within the constraints of Office of the Secretary of Defense (OSD) policy, the 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 assure development of required Navy leadership and expertise.

2. Officer tour lengths for overseas (OUTUS) assignments are made in accordance with DOD area tour lengths. These tour lengths are addressed in chapter 4, articles 4.4 through 4.6.

3. Basic guidance relating to efficiency, readiness and PCS costs is provided and is integral to all personnel reassignment decision-making:

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

(b) 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.

(c) 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.

(d) 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.

(e) Reassignments within CONUS will not be made solely for retirement.

4. 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 three years. Authorized exemptions are listed in article 3.3, 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 LCDR and below and 48 months for CDR and above are the exception rather than the rule.

## 3.1 PROJECTED ROTATION DATE (PRD).

1. ESTABLISHMENT OF PRDS. Establishment of PRDs is the responsibility of the assignment officer. 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. PRDs will be established to start the month an

officer reports on board the command (in CONUS) or the month he/she departs CONUS for an overseas assignment. PRDs are to be assigned in consonance with existing DOD Directive 1315.7. Adherence to PRD is defined to be a window one month prior to or three 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. 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 NPC.

2. 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. Adherence to PRDs predicated on established tour length policies is considered mandatory. 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 article 3.3 of this chapter.

## 3.2 OFFICER ROTATION OF DUTY, AFLOAT AND ASHORE.

For purposes of rotation of duty, sea duty and shore duty are defined and computed as specified in MILPERSMAN 1300-030. Detailed officer tour length policy guidance is contained in Article 3.11 of this chapter. The following policy applies to the assignment of personnel from/to billets requiring forward deployments:

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

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

a. Forward deployment (greater than four months) to be followed by a forward deployment (greater than four months) with less than a six month interval between the deployments.

b. Forward deployment of more than six months out of the most recent twelve months.

3. Officer assignment/placement officers verify deployment status for personnel being transferred from one deployable unit to another utilizing 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.

## 3.3 SPLIT TOURS, TOUR EXTENSIONS AND ADJUSTMENTS. (MILPERSMAN 1331-020 refers.)

1. SPLIT TOURS. Split tours are unprogrammed reassignments within the same geographic location as the present duty station at no cost to the government. 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. All split tour requests will be submitted to and approved by the cognizant assignment division director in NPC.

2. TOUR EXTENSIONS. When required, tour extensions may be granted for a maximum of 12 months. Extensions for more than 12 months will be reviewed with caution and approved only under the most unusual circumstances. 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. It is essential that NPC retain maximum flexibility to respond to changing needs and that the individual does not have the feeling of a NPC commitment. Extension requests shall be forwarded to the appropriate detailer at least 6 months in advance of PRD, and endorsed by the chain of command (see MILPERSMAN 1331-020). Extensions will not be granted to allow an officer to avoid their next career milestone. 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."

3. TOUR ADJUSTMENTS. Tour adjustments are requested for funded PCS orders at other than the assigned PRD. Requests to shorten tour length must contain sufficient justification. Advancing the PRD to an earlier fiscal year will not normally be granted due to PCS budget considerations.

## 3.4 TIME ON STATION (TOS).

1. REQUIREMENTS. Time on Station (TOS) applies primarily to consecutive CONUS shore tours. TOS is established to stabilize lives of members and dependents and to reduce PCS costs. 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 one/plus three month" PRD detailing window remains in effect; however, a PCS move one month early (for example, at 35 months on a 36-month tour), requires a TOS waiver approved by 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 CO/XO billets ashore and moves necessitated by "career development/ progression" must meet TOS requirements. A 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 two-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 SECNAV IAW Article 3.11.

c. To sea duty activity - a two-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 - 24 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.) NPC Division directors may waive this requirement on a case basis (not to be delegated).

f. Disqualification - security, professional, special weapons, medical. (PCS move indicates that attempts to relocate member in same geographic area have been exhausted.)

g. Humanitarian reasons (refer to article 5.43).

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 one year at losing command for collocating spouse; the other spouse, if also transferring, must complete TOS requirement or SECNAV recommended prescribed sea tour in accordance with those listed in Article 3.11. For overseas, a PERS-4 waiver is required.

k. First-Termers - defined as O-1 and O-2 personnel.

(1) First-term personnel reassigned (shore to shore) with less than three years TOS require NPC 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 division director (not to be delegated).

(3) OVERSEAS. Overseas first-termers must comply with DOD overseas tour lengths. (Article 4.4 applies.) Orders in exception of this policy (including assignment to DUINS) must receive a curtailment waiver approval from NPC (PERS-4).

l. 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. See chapter 10.

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

p. Skill conversion (designator change).

3. TOS WAIVER REQUESTS:

a. For PCS orders that do not meet the 36-month TOS requirement and are not specifically exempted by article 3.4, paragraph 2 above, the assignment officer must obtain flag-level waiver approval. The following guidelines apply:

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

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

b. A waiver can be generated in OAIS2 WAVR screen. When submitting a waiver request, assignment officers must ensure that specific, succinct justification comments are provided. 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 (two-year minimum tour required).

(2) Those medical department specialties identified in article 3.11.10 (tour lengths as indicated).

## 3.5 RETAINABILITY.

Retainability is the minimum obligated service an officer must have to qualify for issuance of cost PCS orders. Cost PCS orders cannot be issued unless retainability is met.

1. REQUIREMENTS. Retainability covers the period from the date of reporting for duty at the new duty station and is as follows:

a. CONUS to CONUS shore - two years.

b. CONUS to CONUS sea - one year.

c. To overseas shore - full DOD area tour (according to accompanied status).

d. To overseas sea - minimum 24 months except where the DOD area tour is shorter or as otherwise prescribed in this chapter.

e. Overseas to CONUS - one year.

f. CONUS no-cost/low-cost move - one year.

g. Overseas no-cost/low-cost move (No Consecutive Overseas Tour (COT) Leave Travel) - one year or the balance of the DOD area tour (whichever is greater).

h. Special considerations: Retainability requirements are as stated above or below, whichever is greater. Nuclear qualified officers assigned billets under NAVSEA 08 cognizance are two years.

2. PCS TIME REQUIREMENTS. Retainability (article 3.5) and Prescribed Tour Length (PTL) (article 3.8) are not interchangeable terms. Both are satisfied prior to order writing. The retainability requirement is met in

relation to the next PCS assignment; the PTL requirement is satisfied for the existing tour assignment.

3. ATTAINMENT OF RETAINABILITY. Satisfaction of the retainability requirement for all cost orders is required. Factors which affect retainability are the letters of intent of Regular and Reserve Officers and the resignation and RAD requests of Regular and Reserve Officers. The following amplifies:

a. LETTER OF INTENT (LOI)

(1) Where the officer's MSR extends beyond his/her current PRD, an LOI may be used to notify NPC that the officer does not desire to remain on active duty beyond MSR.

(2) An LOI shall be received by NPC no later than six 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 detailer-constituent communications at any time.

(3) 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.

(4) The LOI must be followed by a tender of resignation/RAD or request to retire. This tender must be received at NPC nine months prior to the MSR (nine months prior to an earlier date if approved by the ASN (M&RA)) to allow for processing including adjustment of the PRD in OAIS2 and identification of a timely relief.

a. USNR OFFICERS:

(1) Retainability for USNR Officers is equal to the Minimum Service Requirement (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 projected rotation date (PRD) will be construed as an officer’s request to be retained beyond MSR. 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 that he/she may be released from active duty at the new duty station as a Voluntary Release from Active Duty (VOLRAD) without a waiver is the Minimum Tour for Separation (MTS) (see article 3.6) 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 obligated service and submission requirements. This policy will remain in effect unless 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:

| RETAINABILITY | WRITE ORDERS | TOUR LENGTH/ACTION |
|---|---|---|
| MSR ≥ PTL | YES | PTEXT P73043 |
| MTS ≤ MSR < PTL | YES | PTEXT P73043 |
| MTS ≤ MSR<br>-- Letter of intent<br>or Approved RAD | YES | PTEXT P73044 |
| MSR < MTS<br>No Letter of intent or approved RAD<br>Less than 6 months from PRD | YES | PTEXT P73043 |
| MSR < MTS<br>-- Letter of intent<br>or Approved RAD | NO | Extend PRD to MSR and retain onboard |

Note: In cases where orders are written for less than the PTL and the officer later incurs additional obligated service 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. USN OFFICERS. Retainability for USN officers is limited by statute which defines maximum service, by Letters of Intent, and by resignation/retirement requests.

(1) 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.

(2) RESIGNATIONS AND RETIREMENTS. Absence of a resignation/retirement request six 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. When assigning officers who have completed twenty years of total active service or have been continued, OAIS2 must be reviewed by NPC to verify that the estimated loss date allows sufficient retainability. Officers cannot be assigned beyond their estimated loss date unless continued. Questions concerning estimated loss date are handled by PERS-82.

(3) 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 obligated service and submission requirements. This policy will remain in effect unless the CNPC determines by competitive category/designator that significant personnel shortages are a compelling military necessity for retention. 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.

(4) USN OFFICER ORDER WRITING DECISION MATRIX:

| RETAINABILITY | WRITE ORDERS | TOUR LENGTH/ACTION |
|---|---|---|
| MSR ≥ PTL | YES | PTEXT P73043 |

| | | |
|---|---|---|
| MTS ≤ MSR < PTL | YES | PTEXT P73043 |
| MTS ≤ MSR<br>-- Letter of intent<br>or Approved Resignation | YES | PTEXT P73044/P73046 |
| MSR < MTS | YES | PTEXT P73043 |
| -- No letter of intent or Approved Resignation/Retirement.<br>Less than 6 months from PRD. | | |
| MSR < MTS<br>-- Letter of intent<br>or Approved Resignation/Retirement | NO | Extend PRD to Sep date and retain onboard |

NOTE: MTS and PTL in the matrix above are the MTS and PTL required at the next duty station.

4. OFFICERS WHO DO NOT MEET RETAINABILITY REQUIREMENTS. The following officers do not meet retainability requirements and are not issued cost orders: (1) Officers who will be involuntarily retired due to age or time in grade limitations, and (2) One-time Failure of Selection (FOS) officers who will be involuntarily separated if they FOS a second time.

NOTE: This requirement may be waived under extraordinary circumstances by 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: need for career enhancing billet to improve promotion opportunity, need to transition to the civilian sector and individual's suitability for continued overseas duty

5. RETAINABILITY EXCEPTIONS:

a. Waiver authority for retainability requirements is as follows:

(1) Requests to waive retainability of twelve months or less can be approved by PERS-4.

(2) Requests to waive retainability greater than twelve months can be approved only by CNP.

## 3.6 MINIMUM TOUR FOR SEPARATION (MTS).

Having determined that the 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. 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. At this point, the emphasis on compliance shifts to completing the DOD or SECNAV PTL. MTS requirements are the same as those contained in article 3.5, paragraph 1.

## 3.8 PRESCRIBED TOUR LENGTH (PTL).

PTLs, as provided in article 3.11, are set by SECNAV for sea duty assignment and by DOD for all others. PRDs, if set in error, are not an authorization to move an individual prior to completion of the PTL. In order to expend PCS funds, either the PTL must be satisfied or appropriate waiver approval must be obtained.

3.9 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.

3.10 TOUR LENGTH FOR RESIGNERS AND RETIREMENT ELIGIBLE OFFICERS. (See article 10.1, paragraph 5.)

3.11 PRESCRIBED SEA TOUR AND RECOMMENDED SHORE TOUR LENGTHS FOR OFFICER DISTRIBUTION.

1. OFFICER SEA TOUR ASSIGNMENT MANAGEMENT:

a. Assignments to activities identified as CONUS sea and overseas sea assignments will have full SECNAV tours. These activities are designated in OAIS2 by Type Assignment (T/A) Codes of "C" and "D". SECNAV PST lengths for officers are outlined below.

b. NPC division directors are directed to ensure compliance with SECNAV PST lengths by means of a waiver system similar to the current DOD tour management system.

c. The following pages depict SECNAV Prescribed Sea Tour (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 outlined in article 3.1 or overseas tour lengths established by DOD, which are outlined in chapter 4.

2. PRESCRIBED TOUR LENGTHS FOR SEA DUTY:

a. An on-time PCS move from sea is one which completes the PST length; a window of one month early is provided if required to facilitate timing of schools, etc. In cases where an existing 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 PTL 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. NPC 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 article 3.1, paragraph 2.

e. PST waivers are approved as follows:

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

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

3. SURFACE WARFARE OFFICER (111X) PST LENGTHS AND RECOMMENDED SHORE TOUR LENGTHS

| RANK | TOUR | DESCRIPTION | SEA | SHORE | REMARKS |
|---|---|---|---|---|---|
| ENS LTJG | Initial Sea | Junior Officer | 24 | | Sea tour follows SWOS Basic(6 months) |
| LTJG LT | Second Sea | Division Officer Follow-on Tour | 18 | | Follow-on tour follows enroute training |
| LT | First Shore | TRACOM, NPS, Staff, etc. | | 24 | |
| | | SWOS Dept Head Sch | | 6 | Follow-on training varies with billet |
| LT | Third Sea | Initial Dept Head Tour | 18 | | |
| LT LCDR | Fourth Sea | Second Dept Head Tour | 18 | | Second Tour follows en route training |
| LT LCDR | | Single Dept Head Tour | 24-36 | | For select billets |
| LCDR | Second Shore | Subspecialty, NPS JPME, Joint | | 24-36 | 50 PCT of officers completing JPME will be assigned a follow-on Joint Tour |
| Fifth Sea | LCDR | Complex | 18-24 | | LCDR Complex Tour will normally be assigned either prior to or after XO Tour |
| | | XO (Afloat) | 18 | | Follows PXO School and enroute training |
| | | XO (Other) | 18-24 | | |
| | | LCDR Command | 20 | | Follows PCO School And enroute training |
| LCDR | Third Shore | Subspecialty | 24-36 | | 50 PCT of officers |
| CDR | | Washington, TRACOM, JPME, Joint, Staff | 24-36 | | Completing JPME will be assigned a follow on Joint Tour |
| CDR | Sixth Sea | CDR Complex Sea, Staff | 18-24 | | Follows en route training Staff Tour will be assigned Pre or Post Command |
| CDR | | CDR Command | 20 | | Follows PCO School |

| | | | | | |
|---|---|---|---|---|---|
| | | | | | and enroute training |
| CDR | Fourth Shore | Subspecialty | 24-36 | | 50 PCT of officers |
| CAPT | | Washington, JPME, Joint | 24-36 | | Completing JPME will be assigned follow-on Joint Tour |
| CAPT | Seventh Sea | Major Command | 18-24 | | TACDESRON minimum tour length will be 18 months<br><br>Ship tour which is first half of a sequential will be a minimum of 18 mos. |
| | | Sequential Command | 18-24 | | |
| | | Staff | 18-24 | | Tour may be assigned Pre or Post Major Command |
| | Fifth Shore | TRACOM, Staff, Subspecialty, Joint | 24-36 | | |
| WO/LDO | | 611X, 613X, 618X 711X, 713X, 714X | 24-36 | 24-36 | Variable with billets, Sea/Shore |

4. NUCLEAR SURFACE WARFARE OFFICER (111X) PST LENGTHS AND RECOMMENDED SHORE TOUR LENGTHS

| RANK | TOUR | DESCRIPTION | SEA | SHORE | REMARKS |
|---|---|---|---|---|---|
| ENS<br>LTJG | Initial Sea | Junior Officer | 36-42 | 18 | Nuclear Power training/SWOS |
| LT | First Shore | NPTU, NPS, NPGS, Staff, etc. | 24 | | |
| | | SWOS Dept Hd Sch | 6 | | |
| | DH/PA Sea | Dept Head, CVN PA | 18-24 CONV<br>18-24 NUC | | |
| LCDR | Second Shore | DC, Joint | 18-24 | | Nuc shore if none previous |
| | Sea | XO | 18 | | |
| | Third Shore | Joint, DC | 24 | | |
| CDR | Sea | CO | 20 | | |
| CAPT | Sea | CVN Reactor Off | 24-30 | | Post Command. |
| Fourth | Shore | Shore Staff (NUC) Sequential | 24-36 | | Conform to DOD area tour requirements |
| | Sea | Major Command | 24 | | |
| WO/LDO | | 61XX, 71XX 64XX, 74XX | 24-36 | 24-36 | Variablewith billets |

5. SUBMARINE OFFICER (112X) PST LENGTHS AND RECOMMENDED SHORE LENGTHS

| RANK | TOUR | DESCRIPTION | SEA | SHORE | REMARKS |
|---|---|---|---|---|---|
| Nuclear | | Junior Officer Input | | 15 | 3 PCS moves |
| ENS-LT | Initial Sea | | | 36 | Two 2 year tours optional |
| | Initial Shore | | | 24-36 | |
| | | SOAC | | 6 | |
| | | Dept Head | 36 | | Two 2 year tours optional |
| LCDR | | Post Dept Hd | 24-36 | | |
| | | XO | 24 | | |
| | | PCO | 6 | | |
| CDR | | CO | 36 | | |
| | | Post CO | 24-36 | | |
| CAPT | | | 36 | | |
| | | Major Command | 24 | 24-36 | |
| LDO/CWO | | 62XX, 640X, 72XX, 740X | 24-36 | 24-36 | |

NOTE: All nuclear billets under NAVSEA 08 cognizance will have a two year MTS regardless of prior assignment or location. A minimum two 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.

6. SPECIAL WARFARE OFFICER (113X) PST LENGTHS AND RECOMMENDED SHORE LENGTHS

| RANK | TOUR | DESCRIPTION | SEA | SHORE | REMARKS |
|---|---|---|---|---|---|
| ENS | Input | Core training (BUD/S) | 9 | | |
| ENS/ | Initial Sea | Asst Platoon Comdr/ | 36 | | |
| LTJG | Tour | Division Officer | | | |
| LT | Second Tour | Sea Platoon Commander/ Department Head | 24 | | |
| | First Shore | Staff, Tang Command, P.G. School | 24/36 | | |
| LCDR | Third Sea Tour | XO SEAL TM, SBU, SDV OR NSWU/XO Other | 15 | | |
| | | Afloat Staff (24) | | | |
| | Second Shore | Joint Duty, Fleet or SOC Stf, SVC College | 24/36 | | |
| CDR | Fourth Sea Tour | CO - SEAL TM SBU, SDV or NSWU | 24 | | |

| | | | |
|---|---|---|---|
| | Third Shore | CO Ashore, Shore Staff Svc College, Joint Duty | 24/36 |
| CAPT | Fifth Sea Tour | COMSPECBOATRON ONE/TWO COMNAVSPECWARGRU COMNAVSPECWARDEVGRU | 24 ONE/TWO |
| | Fourth Shore | COMNAVSPECWARCEN NSWC Staff, Joint Duty | 24/36 |

NOTE: All Joint Tours are 36 months.

7. SPECIAL OPERATIONS OFFICER (114X) PST LENGTHS AND RECOMMENDED SHORE LENGTHS

| RANK | TOUR | DESCRIPTION | SEA | SHORE | REMARKS |
|---|---|---|---|---|---|
| ENS | Input | Core training (SWOS Basic and Basic Diving) | 12 | | Appropriate Billet Specialty Training (BST) |
| ENS/ LTJG | Initial Sea Tour | Division Officer, ARS, MHC, MCS, MCS | AOE,30 | | |
| LT | | EOD School | 12 | | Requirement for YG-88 and junior |
| LT | Second Sea Tour | EODMU, MDSU, ARS, | 24-30 | | |
| | | Ops MCM, MHC | 18 | | |
| | | XO Afloat MCM, MHC | 18 | | |
| | | XO Afloat, ARS, | 24 | | SWO/DHS/PXO BST |
| LT | First Shore | Staff, Trng Command, | 36 | | 24 mos for EOD |
| | | OIC EOD Shore Det, | | | Shore Det |
| | | EOM Duty | | | EOM BST |
| LCDR | Sea | CO Afloat ARS, MCM, MHC | 24-30 | Appropriate BST | |
| | | XO Afloat EODMU, MDSU | | | PCO, MCM, EOD |
| | | Dept Head MCS | | | |
| | | CO Afloat MCM, MHC | 22 | | |
| | Shore | CO/XO Ashore, Staff Service College, RDT&E, Dept Head, Trng Command, EOM Duty, P.G. School | 36 | | |
| CDR | Sea | CO EODMU, MDSU, CSO, EODGRU, MCMR ON XO AFLOAT MCS | 24 | | |
| | Shore | CO Ashore EOD, E EOM | 36 | | |

| | | | | |
|---|---|---|---|---|
| | | XO WPNSTA, Trng | | |
| | | Command, Shore Staff, RDT&E, Service College, Joint Duty | | |
| CAPT | Sea | COMEODGRU<br>COMCMRON | Variable | |
| | Shore | CO EOM, EOD,<br>HQ Staff, Joint Duty | | Variable |

NOTE: Except CO/XO tours, tour lengths at EODMU FIVE(UIC 30215) are 30 months.

8. AVIATION OFFICER (13XX) PST LENGTHS AND RECOMMENDED SHORE LENGTHS

| RANK | TOUR | DESCRIPTION | SEA | SHORE | REMARKS |
|---|---|---|---|---|---|
| ENS<br>LTJG<br>LT | Input Training | Pilot/NFO Training | Variable with community and designator (Shore) | | |
| | Initial Sea | Fleet Squadron Tour in Warfare Specialty Specialty | 36-42 | | Exclusive of FRS, variable with community and designator |
| LT | First Shore | TRACOM, FRS, P.G. School, Staff, CRUITCOM, Washington, DC, etc. | 24-36 | | Variable with billet |
| | Second Sea | Squadron<br>Ship's company<br>Embarked Staff | <br>24 | | Exclusive of FRS |
| LCDR | Third Sea | Squadron Dept Head Tour | 24-30 | | May be reduced to 24 months for O-5 |
| CDR | Second Shore | Staff, Joint, Washington, DC, Subspecialty | 24-36 | | May be reduced for Command selectees |
| | Sea | Command XO/CO | 24-36 | | Variable by Community |
| | Shore | Post-command | 36 | | (Variable with billetand individual bonus or sequential command selectee)) |
| | Sea | Ship's Company | 24 | | |
| CAPT | Sea | Major Sea Command<br>CV/LHA Command<br>Ship's Company<br>VP Wing Command<br>CVN Command | 18<br>18<br>24<br>24<br>36 | | |

| | | | | |
|---|---|---|---|---|
| | | CVW Command | 24 | |
| | Shore | Major Shore Command | | 24 |
| | | Minor Shore Command | | 24 |
| | | Other shore | | 36 |
| LDO/CWO | Sea | 63XX, 73XX, | 24 | |
| | Shore | | | 36 |

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 a 36 months at sea/36 months ashore rotation.

| DESIG | RANK | TOUR | DESCRIPTION | SEA | SHORE | REMARKS |
|---|---|---|---|---|---|---|
| 14XX | CDR and below | Sea | Eng Duty | 30 | | |
| | | Shore | Eng Duty | 36-48 | | |
| | CAPT | | Eng Duty | 36-48 | | |

9. RL/STAFF OFFICER PST LENGTHS AND RECOMMENDED SHORE LENGTHS

| DESIG | RANK | TOUR | DESCRIPTION | SEA | SHORE | REMARKS |
|---|---|---|---|---|---|---|
| 151X | ENS | Input Training | Pilot/NFO | | | Designators are 131X/132X. Tour Length varies Community and Designator (Shore) |
| | LTJG/ LT | Initial Sea | Fleet SQD Tour in Warfare Specialty | 36-42 | | Designators are 131X/132X. Exclusive of FRS variable with Community and Designator |
| 151X | LT | First Shore | TRACOM,FRS P.G. School Staff, Test Pilot School | 24-36 | | Designators are 131X/132X. Tour Length variable with Billet. |
| | | 2nd Sea | Squadron, Ship's Company, Embarked Staff | 24 | | Begin Tour as 131X/132X. Considered for 1510 Community. |
| 151X | LCDR | Shore | Initial Acquisition Proj OFF | 36 | | Access into 1510 Community from |

| | | | | | | |
|---|---|---|---|---|---|---|
| | | | NAVAIR, SPAWAR, DPRO, NADEP RDT&E, Warfare CTRS | | | 131X/132X as Senior LT or Junior CDR |
| 151X | LCDR | Shore | T&E/FLE Supp, Acquisition. Proj OFF NAVAIR, SPAWAR DPRO, NADEP, RTD&E Warfare CTRS | 36 | | |
| | CDR | Shore Course | DAU Prog MGR | 4 | | Timing Flexible with Job Req'ts (*See Note 1) |
| 151X | CDR | Shore | SR Level Acquisition, DEP Prog MGR, Asst. Prog MGR | | 36 | |
| 151X | CAPT | Shore | SR Level Acquisition. NAVAIR, SPAWAR PEO, DPRO CO, TYCOM ACOS as Prog MGR, DIV DIR | | 36 | Variable Depending on Billet. |

| DESIG | RANK | TOUR | DESCRIPTION | SEA | SHORE | REMARKS |
|---|---|---|---|---|---|---|
| | | Shore | Shore Command NAVAIR/SPAWAR PEO Maj Program MGR, NADEP Field Act CO | | 36-48 | variable depending on Billet. |
| | | Shore Courses | DSMC Proj MGR | | 5 | Timing Flexible with Job Req. (See Note) |
| | | Sea | ACOS MAT'L | 24 | | |
| 152X | LT, Below LCDR/ CDR | Sea | Aviation Maint-enance Officer | 36 | | |
| | | Shore | | | 36 | |
| | | Sea | AMO | 24 | | |
| | | Shore | | | 36 | |
| | CAPT | Shore | AMO | | 36 | N/A |
| 161X | LDO/CWO 644X/ 744X | Sea | Special Duty | 24 | | |
| | | Shore | Crypto | | 36 | |
| | CDR/ Below | Sea | Crypto | 24 | | |
| | | Shore | | 36 | | |
| | CAPT | Shore | Crypto Command (CONUS) | | 36-48 36 | |
| 163X | LDO/CWO | Sea | Intelligence | 24 | | |

| | | | | | | |
|---|---|---|---|---|---|---|
| | 645X/ 745X | Shore | | | 36-48 | |
| | ENS/ LTJG | Sea | INT | 24-36 | | |
| | | Shore | | | 36 | |
| | LT thru CDR | Sea | INT | 24 | | |
| | | Shore | | | 36-48 | |
| | CAPT | Sea | INT | 24 | | |
| | | Shore | | | 36-48 | |
| 165X | LCDR, Below | Sea | Public Affairs Officer | 24 | | |
| | | Shore | | | 36 | |
| 165X | CDR and CAPT | Sea | PAO | 24 | | |
| | | Shore | | | 36 | |
| | LDO/CWO 647X, 747X | Sea | PAO | 24 | | |
| | | Shore | | | 36 | |
| 170X | CDR, Below | Sea | Fleet Support | * | | (* See note (2)) |
| | | Shore | | | 36 | |
| | CAPT | Sea | FSO | N/A | | |
| | | Shore | | | 36 | |
| | CDR | Shore | Command | | 24 | |
| | CAPT | Shore | Command | | 24 | |
| 180X | LDO/CWO 646X/ 746X | Sea | METOC | 24 | | |
| | | Shore | | | 36 | |
| | ENS to CDR | Sea | METOC | 24 | | |
| | | Shore | | | 36 | |
| | CAPT | Sea | METOC | N/A | | |
| | | Shore | | | 36 | |
| | CDR | Shore | Command | | 24-36 | |
| | CAPT | Shore | Command | | 24-36 | |

* Note:(1) 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.

(2) 170X/110X (FSO) Sea tour length is dependent on specific billet assigned.

| | |
|---|---|
| 210X | Medical Corps (MC) |
| 220X | Dental Corps (DC) |
| 230X | Medical Service Corps (MSC) |
| 290X | Nurse (NC) |

| | SHORE * | SEA * |
|---|---|---|

| | (754X) | MC | MSC | DC | NC | (754X) | MC | MSC | DC | NC |
|---|---|---|---|---|---|---|---|---|---|---|
| CWO 754X | 36 | N/A | N/A | N/A | N/A | 24 | N/A | N/A | N/A | N/A |
| LT, Below | N/A | 36 | 36 | 36 | 36 | N/A | 24 | 24 | 24 | 12 |
| LCD | N/A | 36 | 36 | 36 | 36 | N/A | 24 | 24 | 24 | 12 |
| CDR, CAPT | N/A | 36 | 36 | 36 | 36 | N/A | 24 | 24 | 24 | 12 |

* NOTES:

- Flight surgeons at sea serve 24 months. Surgeons and Nurse Anesthetists tour at sea 12 months to ensure skills maintenance.

- Maximum tour lengths for all surgical specialists (including oral surgeons), gynecologists, anesthesiologists/anesthetists, radiologists and pathologists:
  -- DOD overseas tour lengths (representing exceptions to requirements in Figure 4-1).
     --- One year at Guantanamo Bay and Keflavik.
     --- Two years at Guam, Naples, Okinawa, Roosevelt Roads, Rota, Sigonella and Yokosuka.
  -- SECNAV sea tour length of one year aboard aircraft carriers.

| DESIG | RANK | TOUR | DESCRIPTION | SEA | SHORE | REMARKS |
|---|---|---|---|---|---|---|
| 250X | LT | Sea | | 24-30 | | |
| JAG | LDO 655X | Shore | | | 36 | |
| | LCDR | Sea | | 24 | | |
| | | Shore | | | 36 | |
| | CDR/CAPT | Sea | | 24 | | |
| | | Shore | | | 36-48 | |
| 751X | W-2 | Initial | Junior Officer | | | |
| 752X | | Sea | | 30 | | Sea tour follows Athens BQC (6 mos) |
| | W-3 | Shore | Division Officer | 24-36 | | CONUS or overseas |
| | W-4 | Sea | Division Officer | 27 | | |
| 310X | ENS/LTJG | Initial | | 24-30 | | Sea tour follows Assignment to Submarines after completion of Supply Corps School and Submarine School |
| 651X | | Sea | | | | Athens BQC (6 mos) |
| | LT | Shore | Functional Experience | | | 24-36 CONUSor overseas Tour |
| | LT | Second Sea | Dept Head Tour Large Deck readiness or services | 30 | | Independent duty afloat Large platform |
| | LT | Second | Advanced Education | | 12-24 | P.G.School, JPME, |
| | LCDR | Shore | Functional Tour | | 24-36 | Supply support or |

| | | | | | |
|---|---|---|---|---|---|
| | | | | | policy |
| | LCDR | Third Sea | Primary Assistant Dept Head tour | 24 | Large Platform assistant Independent Duty afloat |
| | LCDR | Third | Functional | 36 | CONUS or overseas |
| | CDR | Shore | Utilization Tour | | P.G.School payback |
| | CDR | Third or Fourth Sea | Large Platform tour | 24 | Large Independent afloat |
| 310X 651X | CDR | Fourth Shore | Policy development or implementation tour | 36 | SYSCOM, ICP, FISC Joint or TYCOM (CONUS or overseas) |
| | CAPT | Fifth Shore | Command tour<br>Staff, Policy<br>Functional tour | 24<br>36 | |
| 410X | LT, Below CHAPLAINS | Sea<br>Shore | | 24-30<br>24-36 | |
| 410X | LCDR | Sea<br>Shore | | 24-30<br>36 | |
| 410X | CDR/CAPT | Sea<br>Shore | | 24-30<br>36-48 | |
| 510X CEC | LDO/CWO (653X) | Sea<br>Shore | | 24-30<br>24-30 | |
| | ENS | Sea<br>Shore | | 24-30<br>24-36 | |
| | LTJG/LT | Sea<br>Shore | | 24-30<br>36 | |
| | LCD | Sea<br>Shore | | 24-30<br>36 | |
| | CDR/CAPT | Sea<br>Shore<br>Sea Command<br>Shore Command | | 24<br>36-48<br>24<br>24-36 | |

10. EXCEPTIONS TO GENERAL TOUR LENGTH GUIDELINES:

a. TOUR LENGTH EXCEPTIONS FOR CLINICAL SPECIALISTS. Newly accessed medical corps officers may be assigned a one year tour at a CONUS Medical Treatment Facility to allow for adequate credentialing, but may be assigned directly to an OUTUS 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;

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

(1) SPECIALTY: SURGICAL SPECIALTIES: (SUBSPECIALTY CODES 15XX SERIES)

| Tour Type | Tour length for years following residency training | | | | |
|---|---|---|---|---|---|
| | 1st | 2nd | 3rd | 4th | 5th |
| Aircraft Carriers | 1 | 1 | 1 | 1 | 1 |
| Guantanamo Bay Cuba | 1 | 1 | 1 | 1 | |
| Keflavik Iceland | 1 | 1 | 1 | 1 | 1 |
| All Other OUT CONUS | 2 | 2 | 2 | 2 | 2 |

.....

(2) SPECIALTY: RADIOLOGISTS: (SUBSPECIALTY CODES 167X SERIES)

| Tour Type | Tour length for years following residency training | | | | |
|---|---|---|---|---|---|
| | 1st | 2nd | 3rd | 4th | 5th |
| Aircraft Carriers | 1 | 1 | 1 | 1 | 1 |
| Guantanamo Bay Cuba | 1 | 1 | 1 | 1 | 1 |
| Keflavik Iceland | 1 | 1 | 1 | 1 | 1 |
| All Other OUT CONUS | 2 | 2 | 2 | 2 | 2 |

.....

(3) SPECIALTY: PATHOLOGISTS: (SUBSPECIALTY CODES 1680-1690)

| Tour Type | Tour length for years following residency training | | | | |
|---|---|---|---|---|---|
| | 1st | 2nd | 3rd | 4th | 5th |
| Aircraft Carriers | 1 | 1 | 1 | 1 | 1 |
| Guantanamo Bay Cuba | 1 | 1 | 1 | 1 | 1 |
| Keflavik Iceland | 1 | 1 | 1 | 1 | 1 |
| All Other OUT CONUS | 2 | 2 | 2 | 2 | |

.....

(4) SPECIALTY: ANESTHESIOLOGISTS/NURSE ANESTHETISTS: (SUBSPECIALTY CODES 15XX-19XX)

| Tour Type | Tour length for years following residency training | | | | |
|---|---|---|---|---|---|
| | 1st | 2nd | 3rd | 4th | 5th |
| Aircraft Carriers | 1 | 1 | 1 | 1 | 1 |
| Guantanamo Bay Cuba | 1 | 1 | 1 | 1 | 1 |
| Keflavik Iceland | 1 | 1 | 1 | 1 | 1 |
| All Other OUT CONUS | 2 | 2 | 2 | 2 | 2 |

.....

Reason: Newly graduated residents in these 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. Specialty board certification for health professionals is a stated Navy goal in SECNAVINST 7220.75. 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.

c. 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 (see greemains), (3) Selected Major Program Management tours are generally 4 years and are controlled by the Director, Acquisition Career Management (DACM).

3.12 COMMAND TOUR LENGTHS.

1. SEA COMMAND TOUR LENGTH/GOALS:

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

1110 CAPT - CGN - 36 months
- sequential tours - 24 months/18 months for a total of 42 months sea command tour

1110 CDR - 24 months

1120 CDR - SSN/SSBN - 36 months

1110 LCDR - 24 months

13X0 CDR - Squadron Command Tour Lengths of COs of carrier based squadrons is 12-15 months (24-36) months for a combined XOs/COs tour). The minimum combined tour length for XOs/COs of carrier based squadrons will be 30 months unless curtailment is approved by CNPC. Tour lengths may be extended to a maximum of 18 months with CNPC approval.

130X CAPT - 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. CNO 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. Shore command tour lengths (CONUS) shall meet the TOS requirements prescribed in article 3.1. In the case of Fleet Support officers, command tour length will be 24 months with the exception of shore installation found in Figure 3-2 which will be 36 months. Overseas shore command tour lengths shall be in accordance with the DOD area tour lengths contained in chapter 4. Tour curtailment/transfer of a shore CO prior to the completion of a requisite tour requires PERS-4 waiver approval and will be examined on a case basis. Consistent with the provisions of article 4.9

paragraph 4, curtailment may be requested only after the officer is serving in the command billet.

3. NAVAL RESERVE OFFICER TRAINING CORPS (NROTC) UNIT COMMAND TOUR LENGHTS. 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 URL and Fleet Support officers, in key managerial billets will be assigned for periods of four to six years. This policy refers not to just a single billet, but also to directly related billets in the organizational chain of command. This is particularly applicable to CAPTs within such specialized groups as EDOs, Supply Corps and CEC.

5. PROGRAM MANAGERS. Program management tours will normally be at least four years but are keyed to project milestones.

## 3.13 USMA/USAFA INSTRUCTOR TOUR LENGTHS

Instructors will be assigned to the Military Academy in West Point and the Air Force Academy in Colorado Springs for not less than three year tours. This policy conforms with 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 three year tours. Tours of less than 3 years are acceptable for officers who must get to CO/XO/DH tours for career progression.

## 3.14 MAJOR DEFENSE ACQUISITION POSITION TOUR LENGTHS.

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

2. Officers assigned as program managers or deputy program managers of Major Acquisition Programs, as defined in section 139a(a), 10 U.S.C. are required to be assigned and execute a written agreement to serve for four years or completion of the next major milestone, as defined in DOD Directive 5000.1. Exceptions to this tour requirement may only be granted by the service secretary concerned.

## 3.15 JOINT DUTY ASSIGNMENTS TOUR LENGTHS.

Title IV of the Goldwater-Nichols DOD Reorganization Act of 1986, as amended, establishes a minimum CONUS tour length of three years for officers assigned to Joint Duty Assignment List (JDAL) now contained in 10 U.S.C., chapter 38. Joint Billets are identified on the billet file with a billet AQD of JD1 (non-critical joint billet) or JD2 (critical joint billet).

1. TOUR LENGTH GUIDANCE:

a. Generally, officers assigned to JDAs will have PRDs set for a minimum of 36 months when orders are written. 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 36 months cumulative credit, with the last tour being a minimum of 24 months (unless the last tour was performed outside the U.S. or in Alaska or Hawaii, or was terminated because of a qualifying reassignment (see para. b.).

b. Exceptions to the minimum 36 months tour requirement (qualifying reassignment with SECDEF tour length waiver not required) are:

(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. Full joint duty credit will be granted for overseas assignments only when the officer serves the accompanied tour length of no less than two years. If an officer departs prior to the accompanied-by-dependents tour length, only cumulative credit will be awarded, regardless of dependent status.

(5) Critical Operational Specialty (COS) officers may be reassigned from joint duty upon completion of 24 months of duty and be granted full duty credit if it is the officer's initial joint duty assignment and the officer has been designated a JSO nominee and the officer is being taken out of the JDA early for reassignment to an operational assignment for career progression, or for professional education. 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. A limited number of COS take-out waivers are allocated annually to each distribution division. Determination as to which officers are released early is the division director's responsibility. Prior coordination with the joint organization by the appropriate placement officer is required before the officer may be transferred. PERS-45J will ensure each officer is eligible, that the annual allocation is not exceeded.

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

(7) Suspension from duty.

2. JOINT 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. 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 OSD before departure. Assignment officers will prepare the waiver request for ASN (M&RA) signature. PERS-45J will provide assistance in preparation, formatting and tracking of the request through Navy, OSD and JCS channels.

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

b. Listed below is the specific information that each joint tour length waiver request should 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) Recommendation for full or partial JDA credit.

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

PERS-4 will: Ensure each waiver request is reviewed to ensure compliance with these guidelines prior to submitting the requests. Within PERS-4, PERS-45J will review to ensure compliance.

PERS-4 will: Consider the effect of any tour length waiver on the Navy's overall tour length average. Waiver requests which would potentially reduce the Navy's tour length average below 36 months will be rejected. PERS-45J will annotate the tour length average effect on each waiver request for PERS-4's approval.

3.16 TOUR LENGTHS FOR PERS-4 DETAILING PERSONNEL AND SEA/SHORE ROTATION POLICY FOR ALL NPC PERSONNEL.

In order to ensure a proper degree of sensitivity is maintained in the relationship between NPC 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 PERS-4.

a. 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 PERS-4, in other than detailing/placement billets, will complete a normal shore tour in accordance with current directives.

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

b. ALL NPC PERSONNEL:

(1) All officer personnel completing the prescribed tour length within NPC 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 PERS-4.

FIGURE 3-1

MEDICAL SPECIALTY OFFICER ASSIGNMENT POLICY/PRACTICE CHANGES

1. 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. Maximum tour lengths for all surgical specialists (including oral surgeons), gynecologists, anesthesiologists/nurse anesthetists, radiologists and pathologists:

a. DOD overseas shore tour lengths:

(1) One year at Adak, Guantanamo Bay, and Keflavik.

(2) Two years at Guam, Naples, Okinawa, Rota, and Yokosuka.

b. CONUS time on station tour length of one year at Twentynine Palms, CA.

c. SECNAV tour length of one 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. Physicians in these fields will be returned to a major medical facility following an "isolated" tour. It is believed that the technical skills for the procedures performed by these specialists can be refined easily upon return to a major medical facility.

FIGURE 3-2

SELECTED SHORE COMMANDS THAT REQUIRE 3 YEAR COMMAND TOUR LENGTHS

| CINCLANTFLT | CINCPACFLT |
|---|---|
| NAVSTA Ingleside | NAVSTA Everett |
| NAVSTA Norfolk | NAVSTA San Diego |
| NAVSTA Guantanamo | NAVSTA Pearl Harbor |
| NAVSTA Pascagoula | NAVPHIBASE Coronado |
| NAVSTA Panama Canal | SUBASE San Diego |
| NAVPHIBASE Little Creek | SUBASE Pearl Harbor |
| SUBASE New London | SUBASE Bangor |
| SUBASE Kings Bay | NAS North Island |
| NAVSTA/NAS Mayport | NAS Miramar |
| NAVSTA/NAS Roosevelt Roads | NAS Lemoore |
| NAS Bermuda | NAS Fallon |
| NAS Brunswick | NAS Whidbey Island |
| NAS Jacksonville | NAS Kingsville |
| NAS Key West | COMFLEACT Yokosuka |
| NAS Norfolk | COMFLEACT Sasebo |
| NAS Oceana | COMFLEACT Okinawa |
| NAS Keflavik | NAVACTS Guam |
| NAS Cecil Field | NAF Atsugi |
| NAS Pensacola | NAF El Centro |
| NAS Meridian | NAF Misawa |
| NAS Whiting | |
| Atlantic Fleet HQSUPPACT | |

FIGURE 3-3

OBLIGATED SERVICE PTEXTS

P73043 - UPON BEING NOTIFIED OF PCS ORDERS, YOU BECAME OBLIGATED TO SERVE ON ACTIVE DUTY NO LESS THAN THE MINIMUM TOUR FOR SEPARATION ASSOCIATED WITH THESE ORDERS. HOWEVER, BASED ON THE NEEDS OF THE SERVICE YOU MAY BE REQUIRED TO SERVE UNTIL COMPLETION OF THE PRESCRIBED TOUR LENGTH AS STATED IN THESE ORDERS. THIS PERIOD OF OBLIGATION IS CALCULATED FROM THE DATE YOU REPORT TO YOUR NEW DUTY STATION AND RUNS CONCURRENTLY WITH ANY OTHER OBLIGATED SERVICE YOU MAY HAVE INCURRED. RELEASE FROM ACTIVE DUTY IS GOVERNED BY CERTAIN RESTRICTIONS AND IS PRESCRIBED IN THE OFFICER TRANSFER MANUAL.

P73044 - UPON BEING NOTIFIED OF PCS ORDERS, YOU BECAME OBLIGATED TO SERVE ON ACTIVE DUTY UNTIL THE RELEASE DATE REQUESTED IN YOUR LETTER OF INTENT TO RESIGN. IF YOU DECIDE TO REMOVE YOUR LETTER OF INTENT OR CHOOSE NOT TO RESIGN, YOU WILL BE OBLIGATED TO SERVE ON ACTIVE DUTY UNTIL COMPLETION OF THE PRESCRIBED TOUR LENGTH AS STATED IN THESE ORDERS. THIS PERIOD OF OBLIGATION IS CALCULATED FROM THE DATE YOU REPORT TO YOUR NEW DUTY STATION AND RUNS CONCURRENTLY WITH ANY OTHER OBLIGATED SERVICE YOU MAY HAVE INCURRED. RELEASE FROM ACTIVE DUTY PRIOR TO THIS DATE IS GOVERNED BY CERTAIN RESTRICTIONS AND IS PRESCRIBED IN THE OFFICER TRANSFER MANUAL.

P73046 - UPON BEING NOTIFIED OF PCS ORDERS, YOU BECAME OBLIGATED TO SERVE ON ACTIVE DUTY UNTIL THE RELEASE DATE CONTAINED IN YOUR RESIGNATION REQUEST. IF YOU CHOOSE NOT TO RESIGN, YOU WILL BE OBLIGATED TO SERVE ON ACTIVE DUTY UNTIL COMPLETION OF THE PRESCRIBED TOUR LENGTH AS STATED IN THESE ORDERS. THIS PERIOD OF OBLIGATION IS CALCULATED FROM THE DATE YOU REPORT TO YOUR NEW DUTY STATION AND RUNS CONCURRENTLY WITH ANY OTHER OBLIGATED SERVICE YOU MAY HAVE INCURRED. RELEASE FROM ACTIVE DUTY PRIOR TO THIS DATE IS GOVERNED BY CERTAIN RESTRICTIONS AND IS PRESCRIBED IN THE OFFICER TRANSFER MANUAL.

CHAPTER 4

OVERSEAS DUTY


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# CHAPTER 4

# OVERSEAS DUTY

## 4.0 OVERSEAS DUTY AND TOUR LENGTH.

Overseas service is defined as military duty performed while assigned to a military installation or activity permanently based outside the 48 contiguous United States. Tour lengths for overseas assignment are established by DOD. Figure 4-1 provides overseas duty tour lengths.

## 4.1 SELECTION OF PERSONNEL FOR OVERSEAS SERVICE.

1. The criteria for selection of personnel for overseas assignment include:

a. Suitability as a representative of the United States.

b. Professional competence of the individual.

c. Number and suitability of accompanying family members as representatives of the United States.

d. Acceptable physical condition of his/her family members.

## 4.2 OVERSEAS SCREENING.

1. The responsibility for determining suitability for overseas service rests with the CO of the transferring command. (Figure 4-2 provides the recommended screening procedures) Screening deficiencies reported to NPC by the receiving command will be provided to cognizant MCA and ISIC requesting follow-up investigation, if necessary. In determining suitability for overseas service, the CO shall ascertain whether the officer or family members possess any performance, disciplinary, financial, psychological, medical, moral or physical attributes which would preclude their conducting themselves as worthy representatives of the United States in a foreign country. This determination must be based on a series of steps beginning with the assignment officer at NPC (PERS-41, 42, 43 or 44) who nominates the officer for overseas duty and ending with a message to NPC (PERS-41, 42, 43 or 44/PERS-451C2) from the CO who indicates the suitability of the officer and family members for overseas duty. Suitability screening includes: reviewing the officer's service record, DAPA screening, physical readiness status, checking medical and dental fitness of individual and his or her family members, and interviewing for suitability. A face-to-face interview between the CO of the transferring command and the officer, including family members is highly desirable. If this is not feasible, the CO must ensure an interview is conducted by an experienced, knowledgeable representative. In all cases, the CO must sign the NAVPERS 1300/16, Report of Suitability for Overseas Assignment. (Figure 4-2) This authority shall not be delegated except to officers "Acting" or to OIC's of isolated detachments. Upon request of the CO, a skilled interviewer (i.e. Chaplain, Family Service Center, Executive Officer, Navy social worker) may also be included to determine overseas suitability.

NOTE: - Overseas screening is a requirement of all transferring commands for each overseas transfer whether transfer is from CONUS to overseas or consecutive overseas tours from overseas (sea/shore) to overseas (sea/shore).

- Antiterrorism training is required for all personnel transferring overseas. En route PCS training requirements will be delineated in a members orders for both the transferring and gaining command.

a. SUITABILITY DECISION FACTORS. The CO of the transferring command

shall ensure that the following factors are addressed and used as the basis for the overseas suitability decision.

(1) MEDICAL FITNESS. Both the officer and family members must have a full medical history screening which includes face-to-face interviews with the medical screener and a thorough medical records review per BUMEDNOTE 1300. Disqualifying factors include any documented medical problem which precludes overseas assignment or which would be complicated by overseas assignment such that medical evacuation or early return could be necessary. This would apply both to the officer and family members and may be specific to a given climate or part of the world. If the family members are disqualified for medical reasons, the urgency of the requirement may require that the officer serve an unaccompanied tour. If the medical status changes after screening but prior to transfer, the individual should be re-evaluated for suitability. NOTE: Foreign National spouses, who require a medical screening and reside at locations where TRICARE or DOD medical facilities are unavailable, shall satisfy the medical overseas screening requirements as listed on the BUMED 1300/1 by utilizing a local physician. The completed BUMED 1300/1 will be forwarded to the gaining MTF for final disposition. The service member will be responsible for any costs associated with this requirement if costs are not already covered under current entitlements.

- Service and family members who use TRICARE network providers to conduct medical, dental and educational suitability screening for overseas, remote duty or operational assignments must coordinate with the MTF Suitability Screening Coordinator and Beneficiary Counseling and Assistance Coordinators prior to using a TRICARE provider to ensure that TRICARE will cover any costs associated with the screening.

(2) DENTAL FITNESS. Dental conditions will not normally preclude overseas assignment except in those extreme cases where personnel are prevented from performing assigned duties. Elective orthodontic treatment will not cause an assignment liability and is not disqualifying for overseas assignment. Appliances will require removal prior to transfer. Officers ordered to isolated overseas locations and isolated CONUS stations with limited dental capabilities should not have dental defects which may require extensive or prolonged treatment. Officers in a Class III Dental status should not be transferred to these isolated. Family member's dental screening examination shall be obtained from the nearest dental facility and will not usually be a disqualifying factor in determining suitability for overseas activities where dental facilities exist. However, if family member dental problems disqualify them for transfer to an overseas area, the urgency of the requirement may require that the officer serve an unaccompanied tour. Dental care will be available to family members to the extent that active duty requirements permit. Overseas dental activities are manned to a level only to maintain family member oral health.

(a) Personnel must be advised that TRICARE-Family Member Dental Plan (FMDP) treatment is not available to family members accompanying sponsor assigned to other than the fifty United States, U.S. Virgin Islands, Puerto Rico, Guam or Canada (covered areas). Though not required, personnel are encouraged to remain enrolled. Routine and essential-only specialty dental care for family members is provided on a space-required basis at overseas military dental treatment facilities to maintain existing dental health. In the event the sponsor remains enrolled in the dental plan, the family members are eligible for dental care whenever they travel to a covered area.

(b) Personnel who are not enrolled in the TRICARE-FMDP, returning from an accompanied assignment to an non-covered area must be advised of the availability of the TRICARE-FMDP. The sponsor must elect enrollment, if desired, since participation is not automatic and have at least twelve months of active duty remaining at time of transfer to a covered area.

(3) ALCOHOL-RELATED PROBLEMS. Officers with a documented history of alcohol abuse will be considered unsuitable for overseas duty. Successful completion of an alcohol rehabilitation program (treatment and aftercare) and no alcohol involvement for six months after completion of the program are judged as suitable for overseas duty.

(4) DRUG-RELATED PROBLEMS. The Navy has a zero tolerance for illegal use of drugs, therefore, officers with documented drug abuse or drug related offenses should not be considered for an overseas assignment.

(5) PHYSICAL FITNESS. Failure of PFA's will not limit assignments except when a member cannot obligate for the minimum sufficient obligated service to complete the proposed assignment.

(6) DISCIPLINARY HISTORY. A history of courts-martial, non-judicial punishment or involvement with civil authorities by an officer in the previous two years is considered disqualifying for overseas duty. One-time major offenses are disqualifying.

(7) PSYCHIATRIC DISORDERS. Officers or their family members who have had one period of inpatient hospitalization or have had a history of extensive outpatient psychiatric treatment, but have had no further psychiatric treatment (inpatient or outpatient) for a period greater than one year may be judged suitable for overseas duty with an updated evaluation. Service members or family members with a documented history of two or more hospitalizations for psychiatric disorders will be considered unsuitable for overseas duty.

(8) PERFORMANCE. A history of demonstrated unsatisfactory or marginal performance in the previous two years will render an officer unsuitable for overseas assignment.

(9) PREGNANCY. Pregnant women assigned to CONUS shore duty who are otherwise eligible for an OUTUS assignment will not be deferred from such assignment during pregnancy unless medical facilities or alternate civilian housing are not available or if they are in an advanced stage of pregnancy (7th-9th month). Transfer must be executed such that member arrives overseas prior to the 7th month. All shipboard assignments will be deferred. Deferral, when required, will continue for four months following childbirth, unless the member volunteers for earlier rotation to a shipboard/OUTUS tour. Women officers who are already serving on shipboard duty when pregnancy is confirmed will not be reassigned immediately ashore, but may be allowed to serve on board up through the 20th week of pregnancy. A pregnant member should not remain aboard ship beyond the 20th week of gestation, or when the ship is underway for periods greater than 30 days. Article 5.28 refers.

(10) SINGLE PARENTS/MILITARY COUPLES WITH FAMILY MEMBERS. The unique situation of those officers with family members who are single parents or military members married to other military members does not itself disqualify them for overseas duty. However, in these cases, this fact should be pointed out to the assignment officer upon submission of certification of screening. Members married to other military members with family members and single parents being considered for overseas assignment will be required to complete OPNAV form 1740/1 before being eligible to screen for an overseas assignment. See MILPERSMAN 1320-190.

(11) FINANCIAL STABILITY. Serious financial problems or indebtedness which have not been reconciled with the creditor(s) or interested parties, or a documented history of indebtedness over a period of the last three years is considered disqualifying. Additionally, the transferring command must be satisfied that an officer will be able to maintain financial stability on their overseas pay and allowances. Refer to MILPERSMAN 7000-020 and 1611-010.

(12) INDIVIDUAL AND FAMILY CHARACTERISTICS. Motivation for accepting an overseas assignment, expectations about the duty and the culture, and certain attitudes and attributes are important indicators of successfully completing an overseas tour. In addition to the questions included in Figure 4-2 of this chapter, when conducting the suitability assessment interview with member and/or family, care must be taken to assess personal and family characteristics and attitudes.

b. FAMILY MEMBER SUITABILITY. All family members shall be screened for overseas assignment unless, the officer is in receipt of unaccompanied orders for tour lengths of less than 24 months. In which case, family members are not required to be screened for overseas assignments. Family members who already reside in the overseas location to which the officer is transferring must also be screened prior to the officer's transfer. Family member suitability must be determined before family member entry approval is granted. When family members are not collocated with the service member, the CO of the transferring command shall request assistance from the nearest naval activity or military facility. Appropriate screening instructions and forms shall be provided to the screening activity. If an officer's family members refuse to be screened, refer to Article 4.2 paragraph 6.

(1) Enrollment in the Exceptional Family Member (EFM) program is mandatory. If, during the screening process, a family member is identified as an EFM or possible EFM, enrollment is mandatory. Refer to OPNAVINST 1754.2 (Series) for comprehensive information about this program. If an EFM is identified during the overseas/isolated screening process, the sponsor's command shall notify NPC (PERS-4, PERS-662 and appropriate detailer) by message and request that the orders be held in abeyance, pending completion of the EFM screening and enrollment process.

(2) Laws and instructions require that:

(a) EFMs be identified before execution of overseas assignments of active duty members.

(b) EFMs medical or educational needs be considered during selection of overseas assignment.

(c) Sending service must pinpoint, within areas of medical and educational availability, assignment to satisfy EFM needs.

(3) Officers with an EFM shall be transferred to overseas locations that can provide necessary educational and/or medical services to support the special needs of the EFM. A member may be proposed for an overseas assignment to a location where requisite EFM services are not provided when there is a clear and substantial adverse effect on the military mission or on the member's career if not assigned.

(4) Service members enrolled in the Family Advocacy Program (FAP) may be disqualified from overseas assignment. Assignment officers shall call PERS-6 FAP branch prior to transmitting any overseas orders. Waivers to FAP policy are not normally granted and require the approval of the CNPC.

(5) CUSTODY AGREEMENTS. Divorce decrees concerning custody and control of family members can impact whether family members can be moved at government expense and entitlement to overseas station allowances. Divorce decrees issued by a court of competent jurisdiction may require that the member/spouse obtain court approval if not stated in divorce decree for removal of family members from CONUS. Overseas screening can not be processed until the Dependency Application/Record of Emergency Data (NAVPERS 1070/602), Parts I and II are completed in accordance with the Source Data System Procedures Manual (SDSPROMAN). The officer should include a copy of the divorce decree for review. JFTR part U5203, item 18 contains further

guidance. Once dependency status is approved by Navy Family Allowance Activity, overseas screening can be processed and, if appropriate, family member entry approval requested. Family member entry approval is authorized by the overseas area commander.

2. THE CO SHALL:

a. Ensure that each officer and family member being assigned overseas is screened within 15 days after receipt of the transfer directive. Concurrent with the release of overseas orders, the transferring command will receive a “personal for” message from PERS-4 that will direct a 15-day mandatory update. The transferring command shall readdress this “personal for” message to the servicing medical treatment facility (MTF) and begin the overseas screening process immediately. For the 15-day status report, the Suitability Report (Figure 4-3) or Unsuitability Report (Figure 4-4), as applicable. If service member or family members are determined unsuitable, then gaining command or MTF confirmation is required. If a suitability determination can not be completed within 15 days, the transferring command shall provide a status message that specifies the reason for the delay and the anticipated completion date. Use the same addressees as listed on the unsuitability message (Figure 4-4). This report shall also be filed in the member’s field service record.

b. Conduct the interview in accordance with the provisions of this chapter and OPNAVINST 1300.14 (series) utilizing the Report of Suitability for Overseas Assignment in Figure 4-2, to determine if the officer and family members meet the eligibility requirements and additional criteria of BUMEDNOTE 1300.

c. During the command interview, brief officer and family members on Standard Installation Topic Exchange Services (SITES) data available at the Family Service Centers (FSC). Provide member with the name and phone number of the Relocation Assistance Manager (RAM) at FSC to obtain a SITES data package containing living conditions information about the new overseas duty station. For members who are assigned and have elected an all others tour, ensure the officer is familiar with MILPERSMAN 1300-150 through 1300-210 concerning command sponsored and non-command sponsored family members.

d. Ensure a Report of Suitability for Overseas Assignment (see Figure 4-2) is completed when the officer and any family members have been screened suitable in all respects for duty overseas, and prior to preparation of the orders. This report will be filed in the officer's service record. Notify NPC (PERS-41, 42, 43 or 44/PERS-451) by message (see Figure 4-3).

3. SCREENING REQUIREMENTS FOR OFFICERS ASSIGNED TO REMOTE CONUS LOCATIONS.

Orders for officers transferring to remote CONUS locations require full overseas screening. Remote CONUS locations have very limited government and civilian medical services and may not provide sufficient care to members and family members in specific medical areas.

The following locations in the U.S. are considered remote, with transfers requiring both medical and dental screening:

| State: | Location: |
|---|---|
| Alaska | Adak, Juneau, Kodiak |
| California | Bridgeport, San Clemente Is, San Nicolas Is |
| Florida | Key West |
| Hawaii | Barking Sands |
| Maine | Cutler, Winter Harbor |
| Nevada | Fallon |
| West Virginia | Sugar Grove |

4. PERSONNEL FOUND UNSUITABLE FOR OVERSEAS DUTY. If the transferring command's CO considers an officer or family members unsuited for overseas service:

a. Report such action within 30 days of receipt of orders or as soon as unsuitability is determined by message (see Figure 4-4) to NPC (PERS-41, 42, 43 or 44/PERS-451) with info copy to receiving command, indicating the reason for unsuitability. Reports shall be as complete as possible to permit equitable determination. If the chaplain's rationale for unsuitability is part of the finding, the rationale may be omitted if they so desire. NPC has final authority on all overseas transfers and can override an unsuitability. Hold orders in abeyance until notified by NPC. Complete NAVPERS 1300/16 and file in service record. Ensure the following page 13 entry is made:

Date: "Member screened unsuitable for overseas assignment to (Name of OVERSEAS DUSTA)"

b. Once an officer and any family members have been successfully screened by the detaching command, for any subsequent information, misconduct or emergent medical problems rendering them unsuitable (occurring at the transferring command or at any intermediate activity en route to overseas duty), hold orders in abeyance and notify NPC (PERS-41, 42, 43 or 44 and 451) immediately. Ensure member and family members are aware of their responsibility to report any circumstances that may change their suitability status after successfully screening for overseas assignment (for example, medical or legal problems incurred before arriving at the ultimate duty station).

5. WAIVERS OF SCREENING REQUIREMENTS:

The importance and the requirement for application consistency of overseas screening requirements cannot be overemphasized. Individual COs are the best source of local/recent knowledge and judgment concerning the qualifications and potential of each officer and their family members serving under their command.

If, upon completion of the overseas screening interview, an officer or family members are technically not qualified for overseas assignment due to reason(s) specified in the screening form, but the CO considers that a waiver is in order, such requests for waivers are encouraged and should be submitted to NPC (PERS-41, 42, 43, 44/PERS-451), unless the criteria in article 4.2, paragraph 12, b is met.

a. Requests for waivers shall be completely documented with comments on the officer's past and present performance with particular emphasis placed on the officer's future potential. In the case of a family member waiver, all pertinent facts/circumstances shall be stated specifically and information provided as to the current status and future potential of the family member overcoming the deficiency. Requests for waivers will be screened by the officer's assignment division (PERS-41, 42, 43 or 44) who will make a final determination regarding overseas assignment eligibility.

b. The CO may waive overseas screening for divorced personnel whose children are in legal custody of the former spouse, and family members of a member separated from the spouse, where the spouse has custody of any children, and the spouse/former spouse refuses to cooperate in family member overseas screening. In all such cases:

(1) Record the results using the Report of Suitability for Overseas Assignment (see Figure 4-2), interview the member to identify existing conditions that are likely to preclude the service member from completing the overseas assignment.

(2) Make the following entry in the officer's service record:

"I understand that family member overseas screening has been waived due to refusal of my family members to participate in the screening process. I have indicated all known conditions of those family members that may interfere with my serving the appropriate tour length. I understand that any pre-existing disqualifying family member screening factors may not serve as the basis for my early return to CONUS from overseas and that I will be required to serve the complete appropriate tour length in accordance with the Officer Transfer Manual, article 4.4."

Members Signature

Witnessed:
C. D. SPENCER
CDR, USN, Personnel Officer

6. REASSIGNMENT DUE TO UNSUITABILITY. Upon NPC approval, officers determined to be unsuitable for continued overseas service will be transferred to other eligible duty. If the CO of any overseas activity receives improperly screened personnel/family members and considers it necessary to reassign personnel or relocate family members due to unsuitability, an Overseas Screening Deficiency Report (OSDR), Figure 4-6 shall be submitted by message to COMNAVPERSCOM (PERS 41, 42, 43, or 44, as applicable), area commander, and info PERS-451C3/PERS-662 and BUMED WASHINGTON DC (if medical). This procedure shall not be used as a means of transferring personnel in lieu of appropriate disciplinary or administrative action, but rather will be restricted to those specific cases for which transfer is the only feasible solution. Early return procedures apply only to family members, therefore service members with medical issues will return by utilizing the MEDIVAC process. Each case will be decided on its merits by NPC. If approved, ensure appropriate service record entry is made indicating member found unsuitable for overseas duty and stating reasons for disqualification. If family members are considered screened deficient/unsuitable, ensure enrollment in the EFM program is initiated.

7. OVERSEAS SCREENING REPORTS:

There are three reports dealing with overseas screening: Report of Suitability, Report of Unsuitability, and Overseas Screening Deficiency Report.

a. The Report of Suitability Message in Figure 4-3, is sent to NPC (PERS-41, 42, 43 or 44/PERS-451) and info the gaining overseas activity and the Gaining medical treatment facility (if a medical problem is identified). by the transferring command completing the overseas screening to report that an officer (and family members, if applicable) is suitable for overseas duty.

b. The Report of Unsuitability Message in Figure 4-4, is sent to NPC (PERS-41, 42, 43 or 44/PERS-451), losing MCA, gaining MCA, intended overseas activity, and info intended gaining medical treatment facility that cannot handle member or family (if applicable) and BUMED WASHINGTON DC//31//(if medical unsuitability) by the transferring command completing the overseas screening to report that an officer (and family members, if applicable) is unsuitable for overseas duty.

c. The Overseas Screening Deficiency Report (OSDR) in Figure 4-6 is sent to the transferring MCA and transferring command and info COMNAVPERSCOM (PERS-451), BUMED (if medical deficiency), servicing PSD, and gaining MCA when an overseas command receives improperly screened personnel/family members. This message is used to report discrepancies in the screening conducted by the transferring command that will not require early return of the officer (and/or family members). Figure 4-6 may also be used for requests for early return

due to reasons other than screening deficiencies - problems that develop after arrival overseas which make the officer/family members unsuitable for continued overseas assignment.

d. The MCA shall task the ISIC of the transferring activity to correct those conditions that cause the improper screening.

## 4.3 FAMILY MEMBER CONSIDERATIONS.

1. LISTING OF FAMILY MEMBERS ON PCS ORDERS. PCS orders for Army and Air Force personnel overseas include family composition which provides the command with advanced dependency information for DODs Schools, hospitals, housing, etc. To standardize this procedure throughout the services, all PCS orders written ordering officers overseas include the following text:

A72014 YOU ARE DIRECTED TO FURNISH ULTIMATE OVERSEAS COMMAND WITH FAMILY MEMBER INFORMATION UPON COMPLETION OF REPORT OF SUITABILITY FOR OVERSEAS ASSIGNMENT AS FOLLOWS: NAMES OF AND DATES OF BIRTH OF FAMILY MEMBERS ACCOMPANYING MEMBER OVERSEAS.

2. COMMAND-SPONSORED (AUTHORIZED) FAMILY MEMBERS. An officer's family members entitled to travel at government expense outside the United States are authorized by the appropriate military commander to be present in the tour area and authorized to use family member support facilities. (See OPNAVINST 4650.15).

3. MOVEMENT OF FAMILY MEMBERS. Commanding Officers shall ensure that individuals are thoroughly counseled regarding the risks involved in formulating premature plans for movement of family members. This counseling will be conducted jointly with the command review required by Article 4.2. During this review, personnel should be specifically cautioned that if they desire their family members to accompany them, the family members should not move until final disposition of entry approval has been received from the overseas area commander (as required in Figure 4-10). Individuals who are denied entry approval and desire to relocate their family members to a designated place other than the contiguous United States should be advised that approval from (PERS-331) is required. The message format for requesting Family Entry Approval is shown in Figure 4-11. Point of contact is PERS-331 DSN: 882-3461 COM: 901-874-3461.

## 4.4 OVERSEAS TOUR LENGTHS.

Overseas tour lengths are established by the DOD. If the officer is not taking leave outside CONUS, time creditable on an overseas tour begins with the day of departure from the forty-eight states. For officers taking leave outside CONUS, the overseas tour will commence upon termination of leave. In the case of personnel whose overseas duty is the result of the change of homeport of a vessel or with the commissioning crew of a vessel to be homeported outside CONUS, the overseas duty commences on the effective date of the overseas location becoming the homeport of the vessel regardless of location of the vessel on that date. To enhance stability for the member and the unit, and to offset the costs associated with overseas assignments, members shall serve the tour length which they are assigned. While exigencies may require the reassignment of a member prior to completion of the prescribed tour, such decisions will be kept to a minimum. Also, if the tour changes from unaccompanied to accompanied, NPC shall be notified and the PRD will be modified as required.

1. APPLICABILITY. Overseas Sea/Shore tour lengths are promulgated in Figure 4-1. In no case will split tours between ships/squadrons and shore be used to satisfy the prescribed DOD area tour. Specific areas of application and requirements include the following:

a. Tour length for ships and squadrons homeported overseas will normally be the DOD tour length as prescribed in Figure 4-1. Exceptions include officers assigned to duty afloat and to deployable units stationed ashore, which are set by SECNAV and noted in article 3.11.

b. Tour lengths for ships and squadrons which are homported INCONUS, but operate in an overseas area for one year or more are in accordance with OPNAVINST 4600.16 (series) and OPNAV NOTICE 4600 (series).

c. Overseas shore tour lengths shall meet DOD overseas tour lengths. However, overseas tours 60 days short of the prescribed tour length do not require waivers. This 60-day window does not exempt the requirement, if applicable, for submission of other type waivers (for example, OBLISERV, Minimum Tour for Separation, etc.). TOS exemptions have no applicability to overseas tour lengths. Waivers for curtailment of overseas tours must be approved in accordance with article 4.9.

d. Overseas CO ashore tour lengths will be written so that the initial PRD complies with the applicable DOD overseas tour length. Specific procedures are provided in article 4.7.

e. The Office of the Secretary of Defense (OSD) requires that Hawaii and Alaska have a minimum tour of 36 months with no mandatory rotation date established. However, the Navy requires specific tour lengths to be assigned to all assignments in order to support officer career progression. Shore tours will be 36 months (or other DOD area tour specified). Sea tour lengths will be in accordance with Navy policy.

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

g. All members assigned to overseas duty must be ordered to serve the DOD area shore tour for UICs having Type Assignment (T/A) Codes of 'O', 'H', 'A', or the SECNAV prescribed sea tour for UICs having a T/A Code of 'C' or 'D'.

## 4.5 TYPES OF OVERSEAS TOUR LENGTHS.

Overseas tour lengths are categorized as follows:

1. ACCOMPANIED: Assigned to personnel accompanied by command-sponsored family members and in some cases personnel who have no family members, as indicated below.

a. Overseas tour lengths, for personnel accompanied by family members for whom recognition as command-sponsored has been approved, will be established as the accompanied tour prescribed in Figure 4-1, except as may otherwise be provided in this chapter.

b. Tour lengths for personnel not having family members eligible for transportation at government expense will be established as the "all others" tour prescribed in Figure 4-1. Member may request to serve the "accompanied by family members" tour.

2. ALL OTHERS: Assigned to personnel not accompanied by command-sponsored family members.

3. The above is not necessarily applicable in the case of personnel assigned to missions in Latin America or Naval Attaché personnel.

4. Involuntary overseas tour extensions may be assigned only by NPC under the following circumstances:

a. An officer serving in an overseas area for a 36 month accompanied or 24 month unaccompanied tour who, at completion of tour, will be within 11 months of separation may be retained in the area until scheduled separation from the service.

b. An officer serving in an overseas area for an accompanied tour of less than 36 months or an unaccompanied tour of less than 24 months who will be within 6 months of separation at completion of the tour, may be retained in the area until scheduled separation from the service.

c. The voluntary or involuntary extension of an officer serving an overseas tour of duty in a "key MAAG position" as defined in the Joint Chiefs of Staff (JCS)/Military Operating Procedures (MOP) 173, will be subject to the approval of the Assistant Secretary of Defense (International Security Affairs).

d. The involuntary extension of an officer serving an overseas tour of duty with a defense agency under the above provisions will be subject to the concurrence of the defense agency.

5. CONSECUTIVE OVERSEAS TOURS (COTS). A Consecutive Overseas Tour occurs when an officer is moved PCS from one overseas duty station to another and may be an In-Place, Intra-theater or Inter-theater reassignment as defined in DoD Directive 1315.7. Members under COT orders will serve the full follow-on tour on both the initial and follow-on shore tour(s) (either accompanied or all others, as appropriate). In the case of involuntary consecutive overseas tours in different areas, travel of family members, command-sponsorship, and shipment of household goods to the follow-on area are authorized at government expense, provided the officer has at least 12 months to serve in the area after scheduled arrival of family members and/or household goods.

a. For all consecutive overseas tours, transferring commands must rescreen service members and family members to determine their suitability. The screening CO may waive the medical portion of the overseas screening if the transferring and gaining commands are serviced by the same medical treatment facility and no medical disqualifying issues exist.

b. CONSECUTIVE OVERSEAS TOUR (COT) LEAVE TRAVEL. Officers assigned to consecutive overseas tours, and their family members, may be eligible for leave travel between assignments under provisions of the JFTR, para. U7200.

(1) The purpose of this program is to provide members and their family members the opportunity to visit family in connection with COTs. It also serves as an incentive to serve COTs.

(2) The term Consecutive Overseas Tour Home of Record (HOR) Leave has been replaced by the term COT leave travel. Historical inconsistencies in awarding COT leave travel will be eliminated by this policy.

(3) The following applies to COT leave travel eligibility:

(a) An In-Place Consecutive Overseas Tour (IPCOT) (no-cost permanent change of activity (PCA) move), as described in article 2.1, must include two full DOD or SECNAV prescribed tours (accompanied or unaccompanied, as appropriate) or their equivalent. NOTE: The cost for IPCOT Leave Travel will be charged to O&MN funds and <u>not</u> PCS (MPN funds); therefore, it is still a no-cost PCA.

(b) For intra-theater and inter-theater COTs (cost PCS), as

described in article 2.1, the two tours must be at least the equivalent of two unaccompanied tour lengths, and the second tour must be ordered for the full DOD or SECNAV tour length (accompanied or unaccompanied, as appropriate).

(i) Officers reassigned under the low cost move provisions described in article 2.1 are not entitled to COT leave travel if they are not assigned to a full DOD or SECNAV follow-on tour.

(ii) If an officer is reassigned on a COT and the aggregate of the tour lengths is less than the equivalent of two unaccompanied tours, an overseas tour length waiver must be obtained from the Secretary of the Navy to authorize COT leave travel. However, the second tour must be for a full DOD or SECNAV area tour, either accompanied or unaccompanied.

(c) Refer to MILPERSMAN 1320-100 regarding travel time and travel by other than common carrier. Request for travel by other than common carrier must justify use of another mode of travel and be submitted to PERS-454D. Authorization must be received prior to officer's transfer. If a service member is eligible for leave travel, only CHNAVPERS can deny leave between assignments and authorize the subsequent deferred leave travel. In these cases, the service member's ultimate duty station must request an order modification (from CHNAVPERS) to delete the delay in reporting. The request must justify the military necessity, be submitted, and be authorized prior to the service member's transfer. Comments from the transferring command should also be provided. Deferred leave will be requested only in unusual circumstances since it frequently works to the disadvantage of the service member and may not be in the best interest of the Navy. Inquiries or requests for authorization for deferred leave travel to Home of Record (HOR) will be addressed to NPC (PERS-4 cognizant detailer Division Director/Branch Head). Deferred leave travel to other than HOR is authorized by NPC (N130E). Overseas service shall normally be limited to no more than two back-to-back OVS tours. Personnel recommended for extension beyond this limit will be considered by NPC on a case-by-case basis.

(d) Authorization or approval must be granted to defer COT leave travel if member and/or dependents traverse CONUS to complete the PCS.

(e) Deferred COT leave travel, as specified in item d, must be performed before the expiration of one year after the date on which the member begins the COT.

c. CONSECUTIVE OVERSEAS TOUR ORDERS. All orders for consecutive overseas tours will contain plain language text regarding the officer's entitlement to COT leave travel.

(1) For low-cost PCS and no-cost PCA assignments which do not involve a change of tour length:

"Member is not entitled to COT leave travel because the original tour length has been retained."

(2) For no-cost PCA IPCOT assignments where extension of the member's PRD is necessary and the member has declined the opportunity to serve

the equivalent of two complete tours:

"Member is not entitled to COT leave travel. This assignment is made for reason of military necessity and member has declined the opportunity to serve the equivalent of two complete DOD and/or SECNAV tour lengths."

(3) For no-cost PCA IPCOT assignments where the member has agreed to serve the equivalent of two complete tours:

"Member is entitled to COT leave travel because the aggregate time served is equivalent to two complete DOD and/or SECNAV tour lengths."

(4) For IPCOT and COT (cost or low-cost) assignments involving two complete DOD and/or SECNAV tours:

"Member is entitled to COT leave travel."

(5) For COT (cost or low-cost) assignments where the aggregate time served is less than two complete DOD and/or SECNAV tours, but at least the equivalent of two unaccompanied tour lengths (PERS-4 curtailment must be obtained before orders are written):

"Member is entitled to COT leave travel. PERS-4 curtailment of the first tour has been obtained."

(6) For COT (cost or low-cost) assignments where the aggregate time served is less than the equivalent of two unaccompanied tour lengths (SECNAV curtailment must be obtained before orders are written):

"Member is entitled to COT leave travel. SECNAV curtailment of the second consecutive overseas tour has been obtained."

6. OVERSEAS NON-ROTATING SHIPS, STAFFS AND AVIATION SQUADRONS. Officers assigned to overseas non-rotating ships, staffs and aviation squadrons will serve a tour length prescribed by NPC based upon the recommendation of the fleet commanders, regardless of location of the officer's family members. Tour lengths prescribed by Figure 4-1 of this manual will be adhered to as closely as possible to maintain personnel stability within fleet units. Such tour lengths will not normally exceed those prescribed by Figure 4-1 for accompanied/unaccompanied personnel assigned to land stations in the same overseas areas. In general officers will serve the regular sea tours set forth in article 4.4 above, except that officers who elect not to transport family members overseas may be toured for an afloat unaccompanied tour which will generally be in accordance with the "all others" tour length prescribed in Figure 4-1 for the particular geographic area in which the ship, staff or squadron is HOMEPORTED. Naval personnel assigned to duty with units of the Fleet Marine Forces will be toured in accordance with pertinent Marine Corps directives (OPNAVINST 1300.15 refers).

7. ATTACHÉ TOURS. Attaché tours of duty for accredited personnel assigned as Naval Attaché are under the jurisdiction of the Defense Intelligence Agency (DIA). Tour lengths are subject to change without prior notice, depending on the political climate of the area.

8. PERSONNEL EXCHANGE PROGRAM TOURS (PEP):

Officers assigned to PEP will serve a tour length mutually agreed upon by the participating services. When the tour length specified in a government-to-government contract differs from the tour length specified in Figure 4-1, the individual will serve for the contract length.

9. OTHER EXEMPTIONS TO OVERSEAS REQUIREMENTS:

a. Overseas Sea Tours. (Discussed in Article 4.5

b. Organized Unit Moves.

c. Two-year-obligated medical officers assigned to medical specialty shortages designated by SECNAV. (Authorized to serve two years where prescribed DOD tour is greater than two years.)

4.6 TOUR LENGTH OPTIONS.

1. OPTIONS. During the interview conducted in compliance with article 4.2, officers assigned overseas shore duty shall be given the opportunity to elect an accompanied tour, unaccompanied tour or postpone their decision until after reporting to their overseas duty station. Sea duty tour length is based on career progression and is set without regard to accompanied/unaccompanied tour. A delayed decision must be made not later than 90 days after reporting. PRDs established will remain in effect unless the officer exercises one of the options within 90 days after reporting. Officers who do not make a tour election within 90 days after reporting will be presumed to have elected to serve an accompanied tour. In accordance with the provisions of JFTR, Volume 1 and the Navy Travel Instruction (NTI), any entitlement exercised prior to the decision regarding tour lengths could jeopardize further entitlement for family member travel and personal property to the overseas area.

2. SELECTION. The CO will make the following service record entries when the officer indicates a decision has been reached regarding options available:

__Date__: "I fully understand the contents of OTM, article 4.6 and have elected the "with family member(s)" "all others" (as applicable) tour prior to my transfer from my present duty station."

Member's Signature

Witnessed:
M. C. FARLEY
CDR, USN, Personnel Officer

OR

__Date__: "I fully understand the contents of OTM, article 4.6 and desire to make my election of an "all others" "with family member(s)" (as applicable) tour within ninety days after I report to my new duty station."

_____
Member's Signature

Witnessed:
C. B. SPENCER
CDR, USN, Personnel Officer

a. The orders of personnel assigned to an "all others" tour at an overseas duty station will be endorsed by the officer's CO as follows: this endorsement confirms his/her entitlement to the family separation allowance, as prescribed in the NTI and DOD Military Pay and Allowance Entitlement Manual, family member's travel, and shipment of household goods in accordance with JFTR, Volume 1, NTI and NAVSUP P-490:

"In consideration of assignment to serve an 'all others' tour in accordance with OPNAVINST 1300.15, family members' travel to (overseas duty station) at government expense is not authorized."

For implementation of this subparagraph, see OPNAVINST 1300.15.

b. If the "all others" tour is elected by the officer after detachment from his/her present duty station and prior to departure from CONUS, a request for necessary modification of orders will be submitted by the officer to NPC (PERS-4).

c. If, after choosing an "all others" tour and orders have been endorsed accordingly, the officer desires the "with family members tour", a request to NPC (PERS-4) must be submitted. If the member has already completed a household goods and/or family member move at government expense, the request for an accompanied tour will normally be disapproved. Approval of the request will be indicated by a modification of the officer's orders deleting the statement required above. The officer may then request entry approval and transportation of family members in the normal manner. After arrival of family members, the regular report of command-sponsorship of family members and request for tour adjustment will be submitted.

d. If an officer has initially chosen to serve an accompanied tour, but prior to commencement of family member travel or shipment of household goods to the overseas location, bona fide reasons subsequently arise in the officer's domicile to warrant an "all others" tour, the individual may submit a request via their CO to NPC (PERS-4) for consideration. This will also include cases where the officer did not make the "all others" tour election within the 90 day limit. If the officer's request is approved, NPC (appropriate assignment officer) will adjust the tour rotation date accordingly, and entries shall be made on the officer's orders.

e. Officers whose family members were furnished early return transportation from the overseas duty station under the provisions of JFTR, Volume 1, Chapter 5, Part C, will normally be required to complete the prescribed accompanied tour. Tour adjustments may be approved by NPC only in situations of bona fide hardships. Requests for such adjustment should include all pertinent information, including the reasons surrounding early return of the officer's family members.

f. Since the "all others" tour is also applicable to personnel assigned to non-rotated ships or afloat staffs with home ports outside the contiguous forty-eight United States and the District of Columbia, each officer ordered to such units HOME PORTED overseas shall be given an opportunity to request transportation of family members to the overseas homeport. If the individual chooses not to request such transportation, orders shall be endorsed as follows:

> "In accordance with Chapter 4, Officer Transfer Manual, family members' travel to (overseas homeport) at government expense is not authorized."

Such endorsement will provide the officer the same entitlement available to individuals electing "all others" tours at overseas land stations. The officer may defer having this endorsement entered into orders until 90 days after arrival at individual's overseas command. The same basic procedures outlined above apply to officers desiring entry or removal of this endorsement.

3. MILITARY MEMBER MARRIED TO MILITARY MEMBER. For a married officer whose spouse is also a member of a military service, the tour of duty overseas will be as indicated:

a. Married service members accompanied or joined by command-sponsored family members shall serve the accompanied-by-family members tour.

b. Married service members assigned to or living in the same overseas

location or locale shall serve the accompanied-by-family members tour when such a tour length is authorized for the duty station. The lack of concurrent travel, whether a result of personal reasons or operational requirements, may not have an impact on the stipulation that each service member of a military couple must, at a minimum, serve the accompanied-by-family members tour. Curtailment of the last arriving service member's minimum tour to coincide with the tour completion date of the first arriving service member, in order to effect a joint spouse assignment from the military couple's overseas duty station, will not be authorized without waiver from NPC (PERS-4).

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

d. When a service member marries another service member while both are assigned overseas, their original tours shall be maintained, unless both service members voluntarily agree to serve the longer (accompanied-by-family members) tour at that location.

## 4.7 PROJECTED ROTATION DATE (PRD).

1. ESTABLISHMENT. PRD will be determined by the assignment officer at the time orders are issued. PRDs will be established to reflect the minimum accompanied tour for officers with primary family members or the "all others" tour for those officers who elect an unaccompanied tour. Tour lengths are listed in Figure 4-1.

2. VERIFICATION. PRD verification is the responsibility of both the transferring and the receiving activities. Tour length options available to the officer, whether made before transfer or after being received aboard the new duty station, directly affect the PRD. Therefore, it is essential that all such decisions be reported immediately by the transferring command or within 90 days after reporting for duty by the receiving command.

3. RECORDING. As a result of assignment officer actions, the PRD will be reflected in the activity's Officer Distribution Control Report (ODCR).

## 4.8 EXTENSION OF OVERSEAS TOURS.

1. An extension of an overseas tour is an authorized voluntary increase beyond the appropriate ("accompanied" or "all others") tour prescribed for the area. Officers serving outside CONUS will not be granted voluntary extensions, or intra/inter-theater transfers without a thorough evaluation of their overseas performance. When consistent with the needs of the Navy, voluntary extensions may be granted to personnel serving overseas with well-substantiated performance records.

a. Requests for extension of overseas tours shall be forwarded to the appropriate assignment officer.

b. Requests for overseas extensions are encouraged, but must be considered on a case-by-case basis.

c. Requests shall be submitted to the assignment officer between 8 - l2 months, but not less than 6 months, prior to current PRD. Requests must include a positive recommendation by the CO indicating the desirability of the individual's continued service overseas.

2. APPROVAL OF OVERSEAS TOUR EXTENSIONS UP TO 12 MONTHS. Assignment officers are authorized to approve requests submitted by officers overseas for extension of tours up to an additional 12 months. Total tour length is not to

exceed 48 months.

3. APPROVAL OF OVERSEAS VOLUNTARY TOUR EXTENSIONS BEYOND 48 MONTHS TOTAL. All requests for extensions of overseas tours beyond 48 months total must be approved by the appropriate PERS-4 division director. Approval of requests of overseas tours beyond 48 months will be limited to those requests favorably endorsed by an Immediate Senior in Command.

4. INVOLUNTARY EXTENSION/APPROVAL AUTHORITY. Officers are normally not involuntarily extended in an overseas assignment beyond the prescribed DOD area tour. Exceptions are outlined in Article 4.5.

4.9 CURTAILMENT OF OVERSEAS TOURS.

Officers reassigned overseas will receive the DOD tour length corresponding to their accompanied status and will serve the prescribed tour length. Deviations from overseas tour length result in unanticipated PCS costs and therefore require a tour curtailment waiver.

4.10 TOUR ADJUSTMENTS.

Requests for adjustments of overseas tours shall be submitted by letter to the assignment officer. Such requests must contain sufficient information to facilitate an accurate determination. Examples of situations when PRDs require adjustment are:

1. Correction of erroneous PRDs.

2. Personnel reporting without family members with movement of family members subsequently authorized.

3. Family members arrive in a "tourist status" or are newly acquired and subsequently become "command-sponsored" family members.

4. Return of family members not at the option of individual nor as a result of misconduct.

5. Officer voluntarily elects to serve unaccompanied tour.

4.11 UNITS TRANSITIONING TO OVERSEAS LOCATIONS.
As soon as it becomes known that a sea unit will change status, the Assignment Control Authority will direct the CO of the unit to provide NPC a list of personnel on board on the effective date of the change. This list will identify personnel who desire to remain on board to complete an overseas tour (VOL), those who do not desire to remain on board (NON-VOL), and those who are not qualified for overseas service in accordance with this chapter (NON-QUAL). Special procedures will be initiated by NPC to provide replacements for all NON-QUALS and as many NON-VOLS as possible. TRANSITIONING units are identified in the following categories:

CATEGORY l: Transition from CONUS to an overseas location.

CATEGORY 2: Transition from an overseas location to CONUS incident to overhaul, conversion or aircraft transition and subsequent return to previous overseas location.

CATEGORY 3: Ships changing between overseas home ports BUT not for overhaul, conversion or aircraft transition and subsequent retour to original homeport.

1. CATEGORY 1 TRANSITIONS. Units TRANSITIONING to overseas locations should be manned with volunteers to the maximum extent feasible. However, it is often necessary to retain some non-volunteers on board to fill key billets

during the transition period, to maintain crew stability and to man units in accordance with specified manpower levels when sufficient volunteers are not available. Detailed guidance for determining volunteer/non-volunteer status of personnel, tour lengths, phased rotation plans, and eligibility for transportation of family members will be provided to the transitioning unit by letter or during a Crew Manning Conference. The following guidelines pertain to tour lengths for personnel assigned to transitioning units in Category 1.

a. VOLUNTEERS. Personnel who desire to accompany the transitioning unit to the new overseas location will complete the appropriate "accompanied-by-family member" or "all others" tour for the area, or remainder of prescribed tour, whichever is least. Officers who elect to bring their family members, POV, or household goods must agree to remain attached to the unit for a minimum period of one year subsequent to the scheduled arrival of family members/POV/household goods at the overseas location to receive these entitlements.

b. NON-VOLUNTEERS. Non-volunteer personnel required to remain on board during the transition period will not have their PRD involuntarily extended. Non-volunteers who choose to have their family member(s) accompany them to the new overseas location will be considered volunteers and will fall under the provisions above. Non-volunteers who elect to bring their POV, or household goods must remain attached to the unit for a minimum period of one year subsequent to the scheduled arrival of POV or household goods at the overseas location to receive these entitlements.

2. CATEGORY 2 TRANSITIONS. Since overhaul, conversion, or aircraft transition periods, vary in length of time, transitioning units in Category 2 must be considered an exception to the normal transition policy. Normally units returning to CONUS will receive a change of homeport/permanent duty station notice, which will assign, for the purpose of travel entitlement, a CONUS homeport/permanent duty station. Specific guidelines and procedures for personnel in Category 2 will be provided to the transitioning unit by letter or during the Crew Manning Conference.

## 4.12 ROTATION UPON OVERSEAS TOUR COMPLETION.

Officers will be rotated from overseas service in accordance with the rotation pattern outlined herein. Officers completing tours at isolated duty stations where the accompanied tour is 24 months or less, or aboard USNS ships and units listed in OPNAV NOTICE 4600 (series) will normally be authorized 60 days leave, provided no excess leave is involved, en route to the next permanent duty station. Every effort will be made not to assign these officers to deployed units upon reporting.

1. REASSIGNMENT OF UNACCOMPANIED OFFICERS OVERSEAS. The overtouring of officers, particularly those serving in hardship areas (that is, overseas without family members on station), is extremely undesirable and contrary to the best interests of the Navy and the individual.

a. Officers serving unaccompanied tours in accordance with DOD policy are not overtoured and are not ordered to deployed units outside CONUS. Additionally, orders to the next duty station allow and include 30 days delay in reporting. Up to 60 days may be authorized provided no excess leave is involved.

b. Whenever possible, these orders are issued four months in advance of PRD.

c. Exceptions must be approved by PERS-4. (See article 4.8).

2. PERMANENT CHANGE OF STATION FOR PERSONNEL ASSIGNED TO OVERSEAS HOMEPORTED SHIPS AND ACTIVITIES. Officers serving on ships or activities

permanently HOMEPORTED overseas usually experience personal hardships when executing a permanent change of station order while out of homeport. These officers must use leave and travel time to return to homeport, arrange household goods shipment and await transportation to CONUS. During leave period, the officer is not entitled to Temporary Leave Allowance (TLA) and is required to bear out-of-pocket expenses while awaiting transportation. To alleviate these problems when transferring a member under PCS orders while out of homeport, the commanding officer is authorized to include on orders TEMDU FFT (for further transfer) for a period not to exceed 10 days at homeport of ship awaiting transportation to ultimate duty station. Suggested commands to which to send the officer TEMDU FFT are the transferring command's parent squadron or group, the homeport's NAVSTA or PSD.

3. OVERSEAS FAMILY RESIDENCY PROGRAM (OFRP) MANNING. The following procedures are intended to assist the distribution system in filling overseas billets, particularly those in the Japan-based Overseas Family Residency Program (OFRP).

a. FOLLOW-ON SEA TOURS. Officers assigned from OFRP duty to CONUS-based sea duty to complete their Prescribed Sea Tour (PST) will be ordered for a minimum of one year or the time required to complete PST, whichever is longer. This change is consistent with existing DOD and OPNAV assignment policies.

b. GUARANTEED FOLLOW-ON ASSIGNMENTS:

(1) Officers completing two years of OFRP duty, provided a valid billet exists and the officer is qualified, will have their choice of one of the following on the nearest CONUS coast: homeport, unit type, or training.

(2) Officers who complete three years of OFRP, provided a valid billet exists and the officer is qualified, will have their choice of CONUS coast and one of the following: homeport, unit type, or training.

c. Eligibility for USS Independence Battle Group duty. Regardless of fleet balance constraints, USS Independence Battle Group duty will be offered to both Atlantic Fleet and Pacific Fleet sailors.

## 4.13 PCS TRAVEL AND SHIPMENTS.

1. Inside CONUS, officers and family members travel on Permanent Change of Station (PCS) orders via commercial or private transportation at the discretion of the individual. Navy passenger transportation offices located in various Personnel Support Detachments (PSDs) are charged with the responsibility for arranging overseas transportation by the most economical means available to the U.S. government. Such transportation can either be via Air Mobility Command (AMC) or U.S. flag commercial carriers, when government air is not available. When it is clear that the officer cannot carry out the provisions of the PCS orders using government transportation, commercial transportation will be authorized by the appropriate transportation office.

2. All orders involving transoceanic travel, direct the use of government air. Requests to authorize government air instead of direct government air are routed to the cognizant division director via PERS-332 (Director, Navy Passenger Transportation Management Office) for a decision. The following procedures are followed in processing order modifications to "authorize" in place of "direct" use of government air:

a. If a travel itinerary is not part of the request message, the command is advised of the requirement in order to complete the processing.

b. All replies to requests for order modifications to "authorize" in place of "direct" use of government air are routed via PERS-332 prior to the

division director for approval.

c. Assignment division directors approve/disapprove requests based on the validity and merits of each case.

d. If PERS-332 does not agree with the action being taken, the request is forwarded to PERS-4B for resolution.

3. AIR TRAVEL PRIORITY OUTUS/CAT "Z" TRAVEL ON PCS ORDERS. (Refer to OPNAVINST 4650.15).

a. Necessary travel overseas in the execution of PCS orders shall be by Military Airlift Command (MAC). Commercial Travel (CAT Z) will NOT normally be authorized in PCS orders.

b. When traveling by MAC to and from CONUS in the execution of PCS orders, officers are normally assigned "Transportation Priority 2." A higher priority can only be afforded to personnel whose presence is required by an emergency so acute that precedence should be given over all other passenger traffic, and which under no circumstance should be delayed en route. OPNAVINST 4630.18 applies.

c. Exceptions must be approved by cognizant division directors and PERS-332.

4. ORDERS FOR OFFICERS DETACHING FROM DEPLOYABLE UNITS. Whether or not it is expected that a particular ship or unit will be deployed at the time a set of orders is executed, orders provide for transoceanic travel. This minimizes later order modifications occasioned by changes in deployment schedules. It is more cost effective for orders to be written on the assumption of the need for overseas transportation and have the overseas transportation information go unused than it is for modifications to be issued after initial orders are sent.

5. ORDERS REQUIRING PASSPORTS. Placement and assignment officers remain apprised of locations which require officers to have passports (see OPNAVINST 4650.15). Use PTEXT P76007, P76008 or P76009 as appropriate.

6. SHIPMENT OF PRIVATELY OWNED VEHICLES OVERSEAS. There are restrictions on shipping privately owned vehicles (POV) to many foreign countries. (See Chapter 11 of NAVSUP Publication 490.) In some cases, the restrictions are so severe that certain makes, sizes or models are prohibited. In others, host country requirements might place a substantial financial burden on the individual. Accordingly, it is in the best interests of the officer and the Navy to make the officer aware of vehicle information at the earliest possible time. Officers should consult the Personal Property Consignment Instruction Guide for determining the requirements of shipping autos to/from overseas. In order to accomplish timely notification, officers being assigned verbally or in writing to a unit located or HOMEPORTED outside the United States (excluding Alaska and Hawaii) should contact the local Privately Owned Vehicle (POV) section or their local personal property transportation Household Goods (HHG) Office for information regarding shipment of a private vehicle.

7. ADMINISTRATIVE WEIGHT RESTRICTED AREAS:

a. NAVFAC notifies PERS-454D of those areas where a weight limit or restriction on certain household goods are in place. These areas are, except where noted, to and from the following overseas locations:

Adak, Alaska (Reporting to only)
Egypt (except MEDBRCLINIC CAIRO)
Korea (Chinhae)

b. All orders that involve transfer to or from the above locations must include the weight limitation statement: "Shipment of HHG to (from) overseas DUSTA indicated is limited to 2,000 net pounds or 25 percent of weight limitation authorized by JFTR U5310-B or whichever is greater. This limitation does not apply to unaccompanied baggage shipments or professional items. This HHG restriction does not apply to shipments from Alaska."

c. Weight allowance restrictions for mainland Japan. ATEXT A66064 (Officer) will be applied automatically to personnel with PCS orders to affected UICs in Japan and reads as follows:

> FOR TRANSFERRING COMMAND: Advise member that PCS (change of station) weight allowances for Navy members being assigned to commands located in mainland Japan (Okinawa units not affected) is reduced in most cases to 75 percent of the full JFTR/JTR weight entitlement. The following exceptions apply:
>
> a. No restrictions on unaccompanied baggage shipments.
>
> b. Members will be allowed the full weight allowance upon rotation from Japan.
>
> c. No restrictions for Flag and Commanding Officers or other O-5 and above personnel on the list of key and essential personnel who occupy government quarters upon arrival.
>
> Highly recommend member contact their Personal Property Shipping Office for the reasons and details behind this administrative restriction.

## 4.14 ANTITERRORISM/FORCE PROTECTION AWARENESS.

1. All Sailors, DON Civilian Personnel and adult family members shall receive Mandatory Antiterrorism Awareness Level I Training prior to travel OUTUS. This training consist of two (2) video films, a briefing with slides and two (2) handouts. A third video for young children is provided and recommended. In addition, an AOR specific briefing is required for those traveling to or through an area with a Threat Level of Medium, High or Critical. This training consist of information provided by the Unified (Geographic) CINC, i.e. EUCOM, PACOM, SOCOM, etc. All Level I training must be conducted within six (6) months prior to travel by a trained and qualified Antiterrorism Training Officer (ATTO).

a. Service Record Page 13 entry verifying completion for service member and adult family members is required. Page 13 entry will state level of training, date completed and who attended the training.

b. SECNAVINST 3300.3(series), OPNAVINST 3300.53(series), and CNO message 212050Z FEB 97 provides guidance. If your command does not have an Antiterrorism Training Officer (ATTO), contact the local NAVY Family Service Center or DSN 253-7293 at EWTG LANT/DSN 526-7759 at FTC San Diego for assistance.

## 4.15 SPECIFIC CONSIDERATIONS AT PARTICULAR LOCATIONS AND ACTIVITIES.

1. NAVAL FORCES EUROPE (NAVFOREUR) ASSIGNMENTS. In order to provide for area briefings and liaison with cognizant staff action officers, prospective COs of NAVEUR activities will be ordered to their respective commands via CINCUSNAVEUR for two days temporary duty (TEMDU).

2. DIEGO GARCIA ASSIGNMENT POLICY. Navy's practice of not assigning both individuals of a service couple to Diego Garcia simultaneously will continue. The following procedures will apply to all officers currently assigned or

under orders to Diego Garcia:

a. All officers currently assigned or under orders to Diego Garcia will be counseled that accompanied quarters are not available and that no provisions for joint occupancy will be made.

b. MARRIAGES ON DIEGO GARCIA. Although a marriage between military personnel on Diego Garcia is not prohibited as a matter of policy, continued assignment of both individuals on Diego Garcia cannot be accommodated. The following guidelines regarding marriages are established:

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

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

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

3. ORDERS TO FRANCE:

a. All personnel ordered to and from duty stations in France must be ordered via PERSUPPDET SHAPE BE for two days temporary additional duty (ACC 350) and USDAO PARIS for three days temporary additional duty (ACC 350).

b. All personnel ordered to duty stations in France must have the following ATEXT in their orders.

A60087 Upon arrival, report by message to Senior U.S. Naval Officer, SHAPE, BE for administrative purposes.

A66007 Member Directed: Prior to performing travel contact your Personnel Support Detachment or Navy Passenger Transportation Office in regard to no-fee passport requirements for yourself and/or family members. (OPNAVINST 4650.15 refers)

5. ORDERS TO SOUDA BAY, CRETE. The CO, XO and Public Works Officer may elect to serve a 24 month accompanied tour at Souda Bay, UIC 66691, in lieu of the normal 12 month unaccompanied tour.

6. SWORDS IN JAPAN. Japanese law prohibits persons entering or leaving the country from carrying swords unless pursuant to laws or orders. There have been occasions when Japanese Authorities have confiscated swords carried by Naval officers as they arrive or leave Japan.

a. Orders for officers ordered to and from Japan will have one of the following ATEXT appearing automatically.

A55017/A65017 YOU ARE AUTHORIZED TO CARRY YOUR U.S. NAVY REGULATION SWORD.

b. In orders directing an officer to travel through Japan en route (no intermediate stops in Japan) detailers place P75031 on the Personalized Text Selection Screen.

7. NO-FEE PANAMANIAN DRIVER'S PERMITS FOR NAVY FAMILY MEMBERS. To preclude a $20.00 Panamanian Department of Licensing fee, the following PTEXT

with applicable family member licensed driver's names and social security numbers is included on all PCS orders to Panama:

P79035 Family member LICENSED DRIVERS:_____

8. ORDERS TO HEADQUARTERS U.S. SOUTHERN COMMAND AND SECURITY ASSISTANCE ORGANIZATIONS IN CENTRAL AND SOUTH AMERICA. Orders for officer personnel to Headquarters, U.S. Southern Command and Security Assistance Organizations in Central and South America will be addressed to PERSUPPDET Panama Rodman PM for action and must include the following activities as info addressees:

USCINCSO QUARRY HEIGHTS PM
COMUSNAVSO FT AMADOR PM
SECURITY ASSISTANCE ORGANIZATION TO WHICH Officer IS BEING ASSIGNED

9. COMIDEASTFOR AND COMIDEASTFOR FLAGSHIP:

a. Orders are frequently issued for personnel destined to Middle East Force without a statement as to passport requirements. In order to preclude problems that are incurred as the result of this omission, orders to personnel slated for assignment to staff, COMIDEASTFOR, fleet units, ADMINSUPU BAHRAIN and Defense Fuel Quality Assurance Office (DFQAO) MIDEAST shall include a statement regarding passport requirements, Personnel Text P76008. Assignment and placement officers should also check the UICs on the Officer Remarks screen for additional guidance. Individuals assigned to designated key billets within COMIDEASTFOR and COMIDEASTFOR Flagship will serve a 24 month tour, whether accompanied or unaccompanied.

b. Key billets for Commander, Middle East Force (COMIDEASTFOR) are listed in Figure 4-8 and key billets for COMIDEASTFOR Flagship are listed in Figure 4-9. The provisions of the key billet program described in DOD Directive 1315.7 and OPNAVINST 1300.15 are intended to balance the need for compelling critical personnel to serve linger tours, with benefits to the members which influence and encourage the decision to bring dependents. These benefits include guaranteed housing on arrival and concurrent travel. Strict compliance with the requirements of OPNAVINST 1300.15 in this regard is mandatory to ensure concurrent travel and housing requirements are met. If either provision cannot be guaranteed, a waiver shall be submitted to the Commander Navy Personnel Command (N130B) by COMIDEASTFOR/COMIDEASTFOR Flagship prior to the date travel commences for the member. Either government leased or private housing arranged for the member will meet the requirement for government furnished quarters as long as it is available on the date of arrival.

c. PERS-4 must approve the assignment of the CO and XO.

10. JUSMAAG, EL SALVADOR. Officers electing the accompanied tour at JUSMAAG, El Salvador will be offered the opportunity to make a government funded orientation visit to El Salvador prior to executing the move. TEMADD period may be for up to five working days. Accounting data will be provided in the basic orders.

11. TOUR LENGTHS AT NAVSUPPFORANTARCTICA

a. Continuity is especially important to operations in the Antarctic environment. Accordingly, the Navy will seek to stabilize officer duty tours at three years, with one third of personnel rotating each year.

b. In accordance with CNO directive, officer tour lengths at NAVSUPPFORANTARCTICA will be three years. The CO's tour (BSC 00100) will continue to be two years. Tour lengths for personnel onboard will be adjusted where feasible to ensure an orderly distribution of projected rotation dates and a one third rotation cycle. Waivers to this policy require approval of

PERS-4.

12. FAMILY HOUSING AT GUANTANAMO BAY, CUBA, KEFLAVIK, ICELAND AND ADAK, ALASKA:

a. Many cases exist in which military personnel in receipt of orders to Guantanamo Bay, Keflavik and Adak are either not advised or receive misleading information on the existing housing problems at these stations. All military personnel negotiating orders to these stations must be advised of the housing limitations. (ATEXT 65003 has been applied to all activity UICs located in Guantanamo Bay, Keflavik or Adak.) To ensure dissemination of the critical housing shortage at these stations, detailers who are contacted by constituents concerning orders to these areas should advise them of the following limitations:

(1) Critical housing shortage

(2) Non-availability of temporary family quarters

(3) Non-availability of off-base civilian housing

(4) Non-availability of married quarters in Bachelor Officer Quarters (BOQ)/Bachelor Enlisted Quarters (BEQ) for married service couples

(5) Non-availability of family quarters for single parents

b. In the case of married service couples with family members, members will not be assigned to Guantanamo Bay, Keflavik or Adak simultaneously. The reporting dates of the members must be staggered to allow the following member to join the spouse only after family quarters have been assigned.

c. Other Critical Housing Locations. Detailers should see the Text Description Screen of the Text Maintenance Menu (A29) for current additions or deletions.

## 4.16 HIGH-RISK BILLET ASSIGNMENT

The Navy Combating Terrorism Program outlined in OPNAVINST 3300.53 requires personnel assigned to billets designated as high-risk to attend the five-day "Individual Terrorism Awareness Course" (3A-F40/011-F21) coordinated by the U.S. Army at JFK Special Warfare Center, Fort Bragg, North Carolina, en route to their assignments. Orders will include the requirement for Temporary Duty Under Instruction (ACC-341) at UIC 46735 for course attendance. Figure 4-12 contains the approved list of high-risk billets. Annually, NCIS (N343) will review the list in figure 4-12 and provide changes to PERS-45. POC for quotas is the Interservice Quota Management Office (N132) DSN 223-2334.

FIGURE 4-1

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

| Country or Area | Tours in Months Accompanied by Family members | Others |
|---|---|---|
| ALASKA | | |
| Anchorage Area including Elmendorf AFB | 36 | 36 |
| Adak | NA | 12 (C) |
| ANTARCTIC REGION | N/A | TBD |
| ARGENTINA | 36 | 24 |
| AUSTRALIA (Except as indicated) | 36 | 24 |
| Alice Springs and Woomera | 24 | 15 |
| Exmouth | 24 | 24 |
| AUSTRIA | 36 | 24 |
| BAHAMAS | | |
| Andros Island | 24 | 24 |
| BAHRAIN | 24 | 12 (B) |
| BELGIUM | 36 | 24 |
| BELIZE | 24 | 12 |
| BERMUDA | 36 | 24 |
| BOLIVIA | 24 | 18 |
| BRAZIL | 36 | 24 |
| BRITISH INDIAN OCEAN TERRITORY (as indicated) | | |
| Diego Garcia | N/A | 12 |
| CANADA (Except as indicated) | 36 | 24 |
| Nanoose, B.C. | 24 | 12 |
| Newfoundland (Except as indicated) | 24 | 12 |
| Argentia | 24 | 18 |
| CHILE | 36 | 24 |
| COLOMBIA | 24 | 18 |
| CUBA | | |
| Guantanamo | 30 | 18 (C) |
| DENMARK | 36 | 24 |
| EGYPT | 24 | 18 |
| EL SALVADOR | N/A | 12 |
| FRANCE | 36 | 24 |
| Toulon (COMSIXTHFLT Rep) | 36 | 24 |
| GERMANY | 36 | 24 |
| GIBRALTAR | 36 | 24 |
| GREECE (Except as indicated) | 24 | 15 |
| Nea Makri | 36 | 24 |
| Larissa | 24 | 12 |
| Crete (Except as indicated) | 24 | 18 |
| Souda Bay | N/A | 12 |
| Other Locations | N/A | 12 |
| GUAM | 24 | 24 (B) |
| EODMU FIVE(UIC 30125) | 30 | 30 |
| HAWAII (Except as indicated) | 36 | 36 (B) |
| Barking Sands, Kauai, KMC Kilauea | 30 | 18 |
| HONG KONG | 36 | 24 |
| ICELAND (Except as indicated) | 30 | 18 |
| Keflavik | 30 | 18 (C) |

| | | | |
|---|---|---|---|
| INDIA | 24 | 12 | |
| INDONESIA | 24 | 12 | |
| ISRAEL | 24 | 12 | |
| ITALY (Except as indicated) | 36 | 24 | (B) |
| Sardinia (as indicated) | | | |
| La Maddalena | 24 | 24 | |
| Decimomannu AB | 24 | 15 | |
| Sicily (as indicated) | | | |
| Comiso | 24 | 12 | |
| Sigonella | 36 | 24 | |
| Sigonella (ASWOC Sigonella Research Detachment) (UIC 47125) | 24 | 18 | |
| JAMAICA | 24 | 12 | |
| JAPAN (Except as indicated) | 36 | 24 | (B) |
| Misawa | 36 | 24 | |
| MCAS Iwakuni | 36 | 24 | |
| Wakkanai | 24 | 15 | |
| OKINAWA (Except as indicated) | 36 | 24 | |
| MCAS Futenma, MCB Camp S.D. Butler | 36 | 12 | |
| 3rd Marine Division, III MAF (formerly FSR and 1st MAW) | N/A | 12 | |
| PHIBGRU ONE | 24 | 18 | (B) |
| JOHNSTON ATOLL | N/A | 12 | |
| KENYA (as indicated) | | | |
| Nairobi | 24 | 18 | |
| Mombassa | 24 | 12 | |
| KOREA (Except as indicated) | N/A | 12 | |
| Camp Carroll, Camp Humphreys, Camp Market, | 24 | 12 | |
| Camp Red Cloud, Camp Walker, Chinhae, Hialeah, | 24 | 12 | |
| K-2 AB, Kimhae, Osan AB, Pusan, Pyongtaek, Seoul, | 24 | 12 | |
| Suwon, Taegu and Yongsan. | 24 | 12 | |
| KUWAIT | 24 | 12 | |
| LAOS | N/A | 12 | |
| MALAYSIA | 36 | 24 | |
| MEXICO | 24 | 18 | |
| MIDWAY ISLAND | N/A | 12 | |
| MOROCCO | 24 | 15 | |
| NETHERLANDS | 36 | 24 | |
| NEW ZEALAND | 36 | 24 | |
| NIGER | 24 | 12 | |
| NORWAY | 36 | 24 | |
| PANAMA (Except as indicated) | 24 | 12 | |
| Galeta Island | N/A | 12 | |
| InterAmerican Naval Telecommunications Network, Naval Station Security Detachment | 24 | 12 | |
| FT. Sherman | N/A | 12 | |
| PARAGUAY | 24 | 18 | |
| PERU | 30 | 18 | |
| PHILIPPINE ISLANDS (Except as indicated) | NA | 12 | |
| JUSMAG | 24 | 18 | |
| Metro Manilla | 24 | 18 | |
| PORTUGAL | 36 | 24 | |
| Azores Islands | 24 | 15 | |
| PUERTO RICO (Except as indicated) | 36 | 24 | (B) |
| Ponce (Ft. Allen) and Isabela | 36 | 18 | |
| Vieques Island | N/A | 12 | |
| QATAR | 24 | 12 | |

| | | | |
|---|---|---|---|
| San Clemente Island, California | N/A | 24 | |
| San Nicholas Island, California | N/A | 18 | |
| Santa Cruz Island, California | N/A | 18 | |
| SAUDI ARABIA | N/A | 12 | |
| USMTM Selected positions | N/A | 12 | |
| SENEGAL | 24 | 12 | |
| SINGAPORE | 36 | 24 | |
| SOMALIA | 24 | 12 | |
| SPAIN (Except as indicated) | 36 | 24 | (B) |
| Moron AB | 24 | 15 | |
| El Ferrol | 24 | 24 | |
| THAILAND | 24 | 18 | |
| TUNISIA | 24 | 18 | |
| TURKEY (Except as indicated) | 24 | 15 | |
| Sinop | N/A | 12 | |
| Other Areas | N/A | 12 | |
| UNITED ARAB EMIRATES | 24 | 12 | |
| UNITED KINGDOM (Except as indicated) | 36 | 24 | (B) |
| Barry (South Wales), Londonderry (Ireland) | 24 | 18 | |
| Brawdy Wales | 36 | 24 | |
| Machrihanish | 24 | 18 | |
| RAF Spadeadam | 36 | 24 | |
| St. Mawgan (England); and Glen Douglas (Scotland) | 36 | 24 | |
| WEST INDIES | 36 | 24 | |

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

This tour length option, whether exercised before transfer or after reporting on board the new overseas duty station, directly affects the PRD. Therefore, it is essential that personnel electing the "accompanied by family members" tour option be reported immediately by the transferring command or within 90 days after reporting for duty by the receiving command. Such reports shall be submitted to the cognizant Assignment Control Authority via message.

Officers, LT and above including CWOs on date of issuance of orders, who have no family members, are not married to another service member, and are assigned to an overseas area with an accompanied tour of 36 months according to this figure, will be assigned the shorter "all others" tour prescribed for that area. However, they will be allowed the option of serving the "accompanied by family members" tour.

B Personnel assigned to overseas non-rotating ships, staffs and aviation squadrons will serve a tour length prescribed by NPC regardless of election for command sponsorship (Article 4.5, paragraph 6 applies).

C Newly accessed medical corps officers are normally assigned a one year tour at a CONUS Medical Treatment Facility to allow for adequate credentialing, but may be assigned directly to an OUTUS facility for a one-year or two-year tour when at least one other fully privileged provider of the assignee's specialty is stationed at the facility and the appropriate specialty advisor concurs with the assignment (Article 3.8, paragraph 11 applies).

FIGURE 4-2

REPORT OF SUITABILITY FOR OVERSEAS ASSIGNMENT

| | | | |
|---|---|---|---|
| MEMBER'S NAME | | SSN | DATE |
| PRESENT SHIP/STATION | UIC | OVERSEAS LOCATION | UIC |
| NUMBER OF DEPENDENTS ( ) | | | |

**PART I: COMMAND REVIEW** - The purpose of the Command Review is to determine, via record review and personal interview, member and spouse/family member(s)' suitability for overseas duty/life in the assigned overseas location. (To be completed by Commanding Officer of transferring command.) **Refer to ETM Article 4.012/OTM Article 4.2.**

| | YES | NO | |
|---|---|---|---|
| 1. | [ ] | [ ] | Has the member or any spouse/family member(s) previously been reassigned, prior to normal tour completion, due to their unsuitability? |
| | [ ] | [ ] | If "YES," does the reason for the previous reassignment still exist? (Explain in remarks section.) |
| 2. | [ ] | [ ] | Does the member have sufficient OBLISERV to complete the prescribed tour? If "NO", have the member reenlist (NAVPERS1070/601) or execute an extension (NAVPERS 1070/621) to incur sufficient OBLISERV, in accordance with Enlisted Transfer Manual Chapter 4. Page 13 entries for OBLISERV are prohibited. **(OBLISERV MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDERS).** For SRB issues see NAVADMIN 271/99. |
| 3. | [ ] | [ ] | (E5 and above)Does the member, spouse, or family member(s) have serious problems of indebtedness, credit loss or other financial problems which have not been reconciled with the creditor(s) or interested parties (i.e. bankruptcy)? |
| | [ ] | [ ] | (E4 and below) Has member completed debt-to-income (DTI) ratio screening IAW OPNAVINST 1740.5 (series), (Command Financial Specialist Training Manual 15608 (series))? If DTI ratio is 30% or greater, mark unsuitable or submit waiver IAW ETM 4.012. |
| 4. | [ ] | [ ] | a. Has the member been convicted for any civilian offense(s) (civil or criminal) within the last 24 months or had any involvement in any ongoing civil or criminal action? |
| | | | b. Has spouse or any family member(s) been convicted for any civilian offense(s) (civil or criminal) within the last 24 months or have any involvement in any ongoing civil or criminal action? |
| 5. | [ ] | [ ] | Does the member or spouse/family member(s) have a record of any involvement with illegal drugs or alcohol within the past 24 months? (Exceptions are recent enlistees who received an enlistment waiver or from whom no waiver was required for enlistment). For alcohol related cases, if member has completed an education or early intervention program, they are suitable for overseas assignment. |
| 6. | [ ] | [ ] | Is the member or spouse/family member(s) involved in an open FAP (Family Advocacy Program) case that is still under investigation or for which treatment is still ongoing? (Any case/cases that has/have been adjudicated "Closed," shall not be considered disqualifying.) |
| | | | a. In any case, does local FAP representative favorably endorse member with family members for overseas duty? |
| 7. | [ ] | [ ] | Was the member's spouse previously a member of the armed forces? If yes, and the characterization of separation was other than "Honorable," explain in the remarks section. |
| 8. | [ ] | [ ] | Does member/spouse have legal custody of all accompanying minor family members? |

NAVPERS 1300/16 (REV. 1-01) (1)

MEMBER'S NAME SSN DATE

| | YES | NO | |
|---|---|---|---|
| 9. | [ ] | [ ] | Are any of the member's family members covered in a custody agreement? If "NO," go to question 10. |
| | [ ] | [ ] | a. Does agreement prevent removal of family members from CONUS without prior court approval or agreement between the interested parties? If "NO," go to question 10. |
| | [ ] | [ ] | b. Has member obtained prior court approval of requisite agreement from other interested party for removal of family members from CONUS, if required by state law? (Please note: Navy policy does not require a separate agreement if not required by state law.) |
| 10. | [ ] | [ ] | Failure of PFA (formally PRT): will not limit assignment except when member cannot OBLISRV to complete prescribed tour length. |
| 11. | [ ] | [ ] | (Single parents/military couples with family members.) Have family member care requirements been met in accordance with OPNAVINST 1740.4 series? |

NOTE: While the unique situation of single parents with family members is not in itself disqualifying, this fact should be pointed out upon submission of message certification of screening to NAVPERSCOM (PERS-40)/(EPMAC.)

12. [ ] [ ] FOR PERSONNEL E-3 AND BELOW: Has the member been counseled that personnel in these paygrades, having family members, will not be assigned accompanied overseas duty? Members can be assigned unaccompanied based on readiness needs. (NOTE: Single E-3 and below who acquire (a) family member(s) en route and bring them without dependent entry approval/command sponsorship along, will most probably return them at personal expense and serve the complete area tour unaccompanied.)

_____

Member's signature Date

13. [ ] [ ] Has member received an unsatisfactory or marginal performance mark in the last two (2) years. (progressing or recommended on evaluation report and promotable or above on FITREP are suitable)

14. [ ] [ ] Has member and adult dependents received "Level I" Antiterriorism – Force Protection (Level III for O-5/O-6 Commanding Officer Awareness Training), prior to transfer, and recorded on Page 13? (Contact your local Family Service Center if training is not available at your command)

I, _____, am aware that the failure to divulge disqualifying information or amplifying information (medical/dental/personal) pertaining to the questions on this checklist may ultimately result in disciplinary action punishable under the UCMJ.

| | | |
|---|---|---|
| _____ | _____ | _____ |
| MEMBER (Signature) | DATE | MEMBER (Name, Rank/Rate) |
| _____ | _____ | _____ / _____ |
| INTERVIEWER (Signature) | DATE | INTERVIEWER (Name, Rank/Rate)/ (CMD Title) |

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MEMBER'S NAME SSN DATE

**PART II: RECOMMENDATION OF COMMANDING OFFICER (OR OIC) OF MEDICAL TREATMENT FACILITY.**

Based on the information available as a result of screening and on the capabilities of the Medical/Dental Treatment Facility in the area of assignment to which ordered, the following recommendation is forwarded:

1. Medical, dental and educational screening is conducted per BUMEDINST 1300.2.

2. Recommendation is based on a review of NAVMED 1300/1, Part I and II. One form is completed for each service and family member screened.

3. If a shaded block is checked on NAVMED 1300/1, coordination is required with the gaining MTF/DTF supporting the overseas, remote duty or operational location or with the senior medical department representative of an operational platform. Coordination must indicate whether or not required medical, dental or educational capabilities are available.

4. Family member screening is not required if an unaccompanied tour of 24 months or less (Exception: Screening is required for Diego Garcia/Souda Bay, Crete).

5. Do not forward sensitive medical or personal information with this form.

The following recommendations are made based on a review of each NAVMED 1300/1, Part I and II, and if required. The response from the gaining MTF/DTF or senior medical department representative of the gaining command:

YES NO
( ) ( ) Service member is suitable for this assignment.

Family Members suitability for this assignment (provide names of deps. screened)

| YES | NO | | YES | NO | |
|---|---|---|---|---|---|
| ( ) | ( ) | _____ | ( ) | ( ) | _____ |
| ( ) | ( ) | _____ | ( ) | ( ) | _____ |
| ( ) | ( ) | _____ | ( ) | ( ) | _____ |

The following family members were referred for Exceptional Family Member Program (EFMP) enrollment:

Names: _____
(Do not delay screening for EFM determination.)

| _____ | _____ | _____ |
|---|---|---|
| Signature of CO/OIC or Designee of Medical Treatment Facility | Date | Print name of CO/OIC or Designee of Medical Treatment Facility |

**PART III: COMMANDING OFFICER'S ENDORSEMENT**

On the basis of all available information, **I endorse _____ /I do not endorse _____ (check one)** the member's orders for the overseas assignment.

| _____ | _____ | _____ |
|---|---|---|
| Commanding Officer (Signature) | Date | Commanding Officer (Name, Rank) |

PRIVACY ACT STATEMENT: The authority to request this information is contained in 5 USC 301 Departmental Regulations. The information will be used to assist officials and employees of the Department of the Navy in determining your future duty assignment. Completion of the form is mandatory except for duty and home phone numbers; failure to provide required information may result in delay in response to or disapproval of your request.

NAVPERS 1300/16 (REV. 1-01) (3)

# MEDICAL, DENTAL AND EDUCATIONAL SUITABILITY SCREENING FOR SERVICE AND FAMILY MEMBERS

| SERVICE MEMBER NAME | GRADE / RATE | SSN |
|---|---|---|
| FAMILY MEMBER NAME | FAMILY MEMBER PREFIX | SSN |
| NEXT DUTY STATION: | NEXT UNIT IDENTIFICATION CODE (UIC): | |

## PART I

**Medical Screening**. Completed by the medical provider to identify special needs and determine if a service or family member is suitable for an overseas, remote duty, or operational assignment. Complete the Report of Medical History (SF 93) and attach to this form.

| Yes | | N/A | ITEM |
|---|---|---|---|
| | | | 1. All health records (military and civilian) reviewed? |
| | | | 2. Physical examinations are current? |
| | | | 3. G-6P-D, PPD and Sickle Cell trait test and Blood Type completed & documented? |
| | | | 4. Immunizations are up-to-date and meet destination country requirements? |
| | | | 5. Reference audiogram documented on DD 2215? |
| | | | 6. Latest audiogram (DD 2216) reviewed? |
| | | | 7. HIV testing completed or drawn? |
| | | | 8. DNA testing completed and documented? |
| | | | 9. Are there pending consults or tests that have a bearing on assignment suitability? |
| | | | 10. Any past limited duty or medical board(s)? (document on SF 93) |
| | | | 11. Pap smear and pelvic/breast examination within past year? |
| | | | 12. Mammogram current (based on age)? |
| | | | 13. Pregnancy screening (verbal inquiry)? |
| | | | 14. If pregnant? (EDC: ) |
| | | | 15. If a Special Duty assignment, is there a condition, which by MANMED, chapter 15, section IV, is disqualifying? |
| | | | 16. Are there any conditions requiring ongoing care in the following areas? (document on SF 93) |
| | | | a. Orthopedic conditions (e.g., chronic back, knee, joint pain or weakness) |
| | | | b. Cardiovascular conditions (e.g., chest pain/angina, arrhythmia, valve disease, infarction) |
| | | | c. Gynecologic conditions (e.g., chronic pelvic pain, abnormal PAP, breast mass) |
| | | | d. Neurologic conditions (e.g., seizure, pinched nerve, migraine, neuropathy) |
| | | | e. Respiratory conditions (e.g., asthma, RAD, chronic sinus, allergies) |
| | | | f. Mental health or behavioral conditions (e.g., depression, adjustment/personality disorder, ADD/ADHD) |
| | | | g. Recurrent or frequent medications (list on SF 93) |
| | | | h. Alcohol abuse or dependence |
| | | | i. Developmental concerns (e.g., motor, cognitive, communication, social/emotional, or adaptive development) |
| | | | j. Other conditions or concerns? (explain): |
| | | | 17. For service/family members requiring medication in excess of 90 days: (if not applicable, check block and skip to #18) |
| | | | a. Is the patient in the maintenance phase of treatment? |
| | | | b. Should medication use cease, could the underlying condition become life threatening, pose a risk for dangerous or disruptive behavior or result in a limited duty, MEDEVAC, or early return situation? |
| | | | c. Is the medical staff at the gaining MTF/operational platform competent to manage the medication manipulation(s) if the underlying condition exacerbates? |
| | | | d. Can the pharmacy at the gaining MTF/operational platform obtain the medication for the duration of the assignment? Non-authorized medical allowance list (AMAL) medications may be provided by the supporting MTF for up to 180 days or obtained through the national mail order pharmacy program. |

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| Yes | | N/A | ITEM |
|---|---|---|---|
| | | | 18. For service/family members with underlying medical conditions: (if not applicable, check block and skip to #19) |
| | | | a. Is there a requirement for special medical supplies, adaptive equipment, assistive technology devices, special accommodations, etc.? |
| | | | b. If exposed to a physically or emotionally demanding environment, could the underlying condition become life threatening, pose a risk for dangerous or disruptive behavior, or result in a limited duty or MEDEVAC situation? |
| | | | c. Can the gaining MTF/operational platform provide the current required medical support? |
| | | | d. Can the gaining MTF/operational platform provide required medical support (diagnostic and therapeutic) if the underlying condition is exacerbated? |
| | | | e. Are there any chronic medical or mental health conditions requiring routine or continuing access to care or access to specialized medical care? (document on SF 93) |
| | | | f. If required, were potential environmental concerns and possible health effects communicated to each service and family member? (document on appropriate SF 600 overprint) |
| | | | 19. For infants and toddlers (birth through age 2 inclusive) with a disability, is the child receiving or eligible to receive early intervention services as evidenced by an Individualized Family Service Plan (IFSP)? |
| | | | 20. For preschool and school children (ages 3 to 21) with a disability, is the child receiving or eligible to receive special education and related services as evidenced by an Individualized Education Program (IEP) and Special Education Worksheet (NAVPERS 1754/4)? |
| | | | 21. Other concerns? (specify) |

IF ANY OF THE ABOVE SHADED BLOCKS ARE CHECKED, QUERY THE GAINING MILITARY TREATMENT FACILITY OR MEDICAL DEPARTMENT SUPPORTING THE OVERSEAS, REMOTE DUTY OR OPERATIONAL LOCATION CONCERNING LOCAL CAPABILITIES TO PROVIDE REQUIRED SUPPORT. (attach reply)

| Yes | No | IS THE SERVICE/FAMILY MEMBER SUITABLE FOR THE OVERSEAS, REMOTE DUTY OR OPERATIONAL ASSIGNMENT? (completed by a MTF designated military medical screener only) |
|---|---|---|

| | |
|---|---|
| Military Medical Screener (Signature) Date | Civilian Medical Screener (Signature) Date |
| Printed Name, Rank or Grade | Printed Name |
| MTF or Duty Station | Address |
| Telephone Number (include area/country code) | City, State, and Zip Code |
| DSN Number | Telephone Number (include area/country code) |
| Telefax Number (include area/country code) | Telefax Number (include area/country code) |
| E-mail Address | E-mail Address |

**NAVMED 1300/1 (Rev. 02-00) BACK**

## PART II

**Dental Screening**. Completed by the dental screener to assess and match the dental needs of service or family member to the support capabilities during an overseas, remote duty, or operational assignment.

| Yes | | N/A | ITEM |
|---|---|---|---|
| | | | 1. All dental records (military and civilian) reviewed? |
| | | | 2. Dental examinations are current? |
| | | | 3. Is a reexamination required by a DTF if examined or treated at a non-Navy facility? |
| | | | 4. If service/family member is in Dental Class 3 or 4, can dental treatment or examination be completed before the transfer? |
| | | | 5. Is there a requirement for follow-on care such as orthodontics, implants, specialty prosthetics, etc.? |
| | | | 6. Are there any chronic dental conditions requiring routine or continuing access to care or access to specialized dental care? |
| | | | 7. Other concerns? (specify) |

**Dental Classifications:**
Class 1 - Patients who do not require dental treatment.
Class 2 - Patients who have dental conditions that are unlikely to result in a dental emergency within 12 months.
Class 3 - Patients who have dental conditions that are likely to cause a dental emergency in the next 12 months.
Class 4 - Patients who require a dental examination either because: (1) No type 1 (comprehensive) or type 2 (annual or periodic oral) examination by a dental officer within the past 12 months or, (2) A patient's dental record does not exist, or the dental record is not held by the responsible dental treatment facility or Medical Department activity.

IF ANY OF THE ABOVE SHADED BLOCKS ARE CHECKED, QUERY THE GAINING DENTAL TREATMENT FACILITY OR MEDICAL DEPARTMENT SUPPORTING THE OVERSEAS, REMOTE DUTY OR OPERATIONAL LOCATION CONCERNING LOCAL CAPABILITIES TO PROVIDE REQUIRED SUPPORT. *(attach reply)*

| Yes | N0 | IS THE SERVICE/FAMILY MEMBER SUITABLE FOR THE OVERSEAS, REMOTE DUTY OR OPERATIONAL ASSIGNMENT? *(completed by a DTF designated military dental screener only)* |
|---|---|---|

Military Dental Screener (Signature) _____ Date _____

Printed Name, Rank or Grade _____

DTF or Duty Station _____

Telephone Number (include area/country code) _____

DSN Number _____

Telefax Number (include area/country code) _____

E-mail Address _____

Civilian Dental Screener (Signature) _____ Date _____

Printed Name _____

Address _____

City, State, and Zip Code _____

Telephone Number (include area/country code) _____

Telefax Number (include area/country code) _____

E-mail Address _____

**NAVMED 1300/1 (Rev. 02-00)**

FIGURE 4-3

**REPORT OF SUITABILITY FOR OVERSEAS ASSIGNMENT**

FM SCREENING COMMAND
TO COMNAVPERSCOM MILLINGTON TN//PERS-41-44(as applicable)/PERS-451 (for all reports)//
INFO Gaining Overseas Activity
Gaining Medical Treatment facility if medical problem identified.
BT
UNCLAS //N01300//
MSGID/GENADMIN/SCREENING COMMAND//
SUBJ/REPORT OF SUITABILITY FOR OVERSEAS ASSIGNMENT ICO NAME, RANK, SSN, DESIG//
REF/A/DOC/DATE//
REF/B/GENADMIN/CNPC/DATE//
REF/C/type i.e. DOC, LTR, GENADMIN/originator/DATE or Date-time-group//
NARR/REF A IS OFFTRANSMAN, REF B IS ORDERS (include TC no.), REF C IS (i.e. correspondence to gaining medical treatment facility for availability of service, etc., if applicable.)//
POC/NAME/RANK/IDENTIFIER/LOCATION/TEL:// **(MANDATORY)**
RMKS/1. OVERSEAS ASSIGNMENT SUITABILITY SCREENING IAW REFS A AND B HAS BEEN COMPLETED.
SNM (AND DEPENDENTS if applicable) ARE SUITABLE FOR OVERSEAS ASSIGNMENT:
A. COMPLETE REPORT OF SUITABILITY FOR OVERSEAS ASSIGNMENT (NAVPERS 1300/16) WAS FILED IN MEMBER'S SERVICE RECORD AND SIGNED BY NAME/RANK/TITLE/DATE.
B. ANTI-TERRORISM TRAINING HAS BEEN COMPLETED AND FILED IN SERVICE RECORD (INCLUDING DEPENDENTS).
2. __ NUMBER OF DAYS TO COMPLETE SCREENING (calculate from date of receipt of Message or from SDS print date)
A. if more than 30 days required to complete screening, state reason why(Must info ISIC)
BT

During the screening process if a command realizes that the 30-day period is insufficient because of EFM enrollment, awaiting answers to special needs/services availability or extenuating circumstances then send an INTERM REPORT to the same addresses as listed above.

FIGURE 4-4

**REPORT OF UNSUITABILITY FOR OVERSEAS ASSIGNMENT**

FM SCREENING COMMAND
TO COMNAVPERSCOM MILLINGTON TN//PERS-41-44(as applicable)/PERS-451 (for all reports)//
Losing MCA
Gaining MCA
INTENDED OVERSEAS ACTIVITY
INFO Intended Medical Treatment facility that cannot handle member or family (if applicable)
BUMED WASHINGTON DC//31//(if medical unsuitability)
BT
UNCLAS //N01300//
MSGID/GENADMIN/SCREENING COMMAND//
SUBJ/REPORT OF UNSUITABILITY FOR OVERSEAS ASSIGNMENT ICO NAME, RANK, SSN, DESIG//
REF/A/DOC/DATE//
REF/B/GENADMIN/CNPC/DATE//
REF/C/type i.e. DOC, LTR, GENADMIN/originator/DATE or Date-time-group//
NARR/REF A IS OFFTRANSMAN, REF B IS ORDERS (include TC no.), REF C IS (correspondence to gaining medical treatment facility for unavailability of service, etc.)//
POC/NAME/RANK/IDENTIFIER/LOCATION/TEL:// **(MANDATORY)**
RMKS/1. OVERSEAS ASSIGNMENT SUITABILITY SCREENING IAW REFS A AND B HAS BEEN COMPLETED.
SNM IS UNSUITABLE FOR OVERSEAS ASSIGNMENT:
A. COMPLETE REPORT OF UNSUITABILITY FOR OVERSEAS ASSIGNMENT (NAVPERS 1300/16) WAS FILED IN MEMBER'S SERVICE RECORD AND SIGNED BY NAME/RANK/TITLE/DATE.
B. APPROPRIATE PAGE 13 ENTRY WAS COMPLETED AND SIGNED BY NAME/RANK/TITLE/DATE.
C. reason for unsuitability
D. request for waiver and state justification for waiver request.
2. __ NUMBER OF DAYS TO COMPLETE SCREENING (calculate from date of receipt of Message or from SDS print date)
A. if more than 30 days required to complete screening, state reason why(Must info ISIC).//
BT

FIGURE 4-5

OVERSEAS SCREENING DEFICIENCY REPORT/REQUEST FOR EARLY RETURN

FM REPORTING COMMAND//JJJ//
TO See Note 1 for correct office codes//
INFO See Note 1 for correct office codes//
BT
UNCLAS //N01300//
MSGID/GENADMIN/RECEIVING CMD//
SUBJ/OVERSEAS SCREENING DEFICIENCY REPORT/REQUEST FOR EARLY RETURN ICO
NAME/RANK/SSN/DESIG// (see note 1)
REF/A/DOC/COMNAVPERSCOM/DATE//
AMPN/REF A IS OFFTRANSMAN CHAP 4.//
POC/NAME/RANK/IDENTIFIER/LOCATION/TEL:// **(MANDATORY)**
RMKS/1. IAW REF A, THE FOLLOWING IS SUBMITTED DUE TO IMPROPER SCREENING AND/OR REQUEST FOR EARLY RETURN FROM OVERSEAS DUTY:

A. MEMBER: NAME, RANK, SSN, DESIG

B. WAS REPORT AND SUITABILITY FOR OVERSEAS ASSIGNMENT (NAVPERS 1300/16) FILED IN SERVICE RECORD? GIVE NAME/RANK/TITLE/DATE OF INDIVIDUAL SIGNING NAVPERS 1300/16.

C. TRANSFERRING COMMAND AND UIC.

D. EXPLAIN FULLY THE REASON SNM/FAMILY MBR ARE CONSIDERED IMPROPERLY SCREENED. INCLUDE THE
FOLLOWING:

(1) DID THESE REASONS EXIST PRIOR TO TRANSFER FROM CONUS?

(2) WAS SERVICE MEMBER AWARE OF DISQUALIFYING FACTORS PRIOR TO TRANSFER FROM CONUS?

(3) SHOULD THESE REASONS HAVE BEEN DETECTED IN OVERSEAS SCREENING PROCESS?

E. (if applicable) WAS ENROLLMENT IN THE EXCEPTIONAL FAMILY MEMBER PROGRAM INITIATED IAW CHAPTER 4 OF REFERENCE A?

F. IF SNM WAS PROPERLY SCREENED, DID PROBLEMS DEVELOP AFTER ARRIVAL OVERSEAS? EXPLAIN FULLY.

G. IS SNM (AND/OR FAMILY MEMBERS) CONSIDERED MARGINALLY UNSUITABLE BUT COULD CONTINUE OVERSEAS DUTY? EXPLAIN FULLY.

H. ARE DISQUALIFYING FACTORS SO SEVERE THAT SNM SHOULD BE REASSIGNED TO CONUS EARLY? EXPLAIN FULLY.//
BT

*** NOTE 1. This form can be utilized for overseas screening deficiency reports and/or request for early return. Delete portions that are not applicable.

A. OVERSEAS SCREENING DEFICIENCY REPORTS ( Addressees: Transferring MCA and transferring command and info COMNAVPERSCOM (PERS-451/PERS-662), BUMED (if medical deficiencies), servicng PSD, and gaining MCA - A report of discrepancies in the screening process conducted by the transferring command that do not require an early return.

B. REQUEST FOR EARLY RETURN ( Addressees: COMNAVPERSCOM (PERS-41-44 (as applicable)/PERS-451/PERS-662)) and BUMED (if medical deficiencies) and Info Transferring MCA and transferring command - Request for early return of family members and Service Member who were properly screened at time of transfer, but after transferring developed problems resulting in unsuitability for overseas duty and transfer is the only feasible solution.

FIGURE 4-6

DEFINITION OF OVERSEAS THEATERS

EUROPE:

| | | |
|---|---|---|
| Austria | Greece | Portugal |
| Belgium | Iceland | Spain |
| Cyprus | Ireland | Sweden |
| Denmark | Italy | Switzerland |
| Finland | Luxembourg | Turkey |
| France | Netherlands | United Kingdom |
| Germany | Norway | Yugoslavia |
| Gibraltar Azores | Madeiras | |

FAR EAST:

| | |
|---|---|
| Indochina | Taiwan |
| Indonesia | Thailand |
| Japan | Hong Kong |
| Korea | Archipelago |
| Malaysia Singapore | |
| People's Republic of China | |

WESTERN ASIA:

| | |
|---|---|
| Egypt | Oman |
| Jordan | Saudi Arabia |
| Kuwait | Bahrain |
| Pakistan United Arab Emirates | |
| Israel | |

PACIFIC ISLANDS:

| | |
|---|---|
| Midway Islands | Wake Island |
| Okinawa | American Samoa |
| Guam | Johnston Atoll |
| Hawaii | Alaska |

AFRICA:

| | |
|---|---|
| Kenya | Sudan |
| Liberia | Tunisia |
| Seychelles | Zaire |
| Upper Volta | Morocco |
| Somalia Benin | |

CARIBBEAN:

| | | |
|---|---|---|
| Bermuda | El Salvador | |
| Cuba | Virgin Islands | Guatamala |
| Costa Rica | Bahamas | Honduras |
| Belize | Dominican Republic | West Indies |
| Jamaica | Puerto Rico | |

SOUTH AMERICA:

| | |
|---|---|
| Argentina | Bolivia |
| Columbia | Peru |
| Brazil | Paraguay |
| Chile | Venezuela |
| Uruguay | Nicaragua |

AUSTRALIA/NEW ZEALAND
(See next page)

INDIAN OCEAN:

Diego Garcia

(Hawaii is considered an overseas area, but (except for Barking Sands) is exempt from personnel screening requirements stated in Article 4.2.) Remote CONUS locations with limited medical/dental, housing and transportation capabilities require modified overseas screening.

FIGURE 4-7

KEY BILLETS FOR COMMAND, MIDDLE EAST FORCE

| BILLET TITLE | BSC |
|---|---|
| Commander | 00010 |
| Chief of Staff | 01000 |
| Force Judge Advocate General | 00710 |
| Flag Secretary | 00150 |
| ACOS, Intelligence | 00200 |
| Force Cryptologist | 00250 |
| Fleet Intelligence Support | 02300 |
| ACOS, Operations | 00300 |
| Surface Operations | 00310 |
| Air Operations | 00320 |
| Command Center Director | 00330 |
| ACOS, Logistics | 00400 |
| Material/Maintenance Officer | 00420 |
| ACOS, Communications | 00600 |
| Asst Communications Officer | 00610 |
| Flag Writer | 00200 |
| CNO Designated Command Master Chief | 00050 |
| Operations Division Leading Chief Petty Officer | 00090 |
| Intelligence Division Leading Chief Petty Officer | 00200 |

FIGURE 4-8

KEY BILLETS FOR COMMIDEASTFOR FLAG SHIP

| BILLET TITLE | BSC |
|---|---|
| Commanding Officer Afloat | 01010 |
| Executive Officer Afloat | 05020 |
| Operations Afloat General | 30020 |
| Ship Electronics Material Officer | 30040 |
| Communications Afloat | 35020 |
| Boatswain | 40040 |
| Engineer | 60020 |
| Main Propulsion Assistant (steam) | 60030 |
| Damage Control Assistant | 60040 |
| Ships Electrician | 60050 |
| Command Master Chief | 05060 |
| SNAP II Ship System Coordinator | 05070 |
| PRAV Coordinator/3M System Maintenance | 05075 |
| Operations Manager | 30010 |
| Electronics Technician | 30060 |
| Operations Specialist | 30230 |
| Electronic Warfare Technician | 30600 |
| CMS Custodian | 35100 |
| Engineman | 60090 |
| Machinist Mate | 60250 |
| Boiler Technician | 60480 |
| Boiler Technician | 60490 |
| Electricians Mate | 60940 |
| IC Electrician | 61110 |
| Machinist Mate | 61180 |
| Machinist Mate | 61190 |
| Damage Controlman | 61760 |
| Storekeeper | 65050 |

FIGURE 4-9

## LIST OF AREAS REQUIRING DEPENDENT ENTRY APPROVAL

| Area/Command | Submit Message Request To | Info Copy to New Duty Station And |
|---|---|---|
| Alaska | | |
| Anchorage | PERSUPP DET EVERETT WA | |
| Elmendorf AFB | PERSUPP DET EVERETT WA | |
| Andros Island | AMEMBASSY NASSAU | PERSUPP DET NTC ORLANDO FL<br>NAVUNSEAWARCEN DET AUTEC ANDROS ISLAND BAHAMAS |
| Arab Republic of Egypt | Activity to which ordered | |
| Australia | | |
| Sydney | USDAO CANBERRA ACT AS | COMNAVMARIANAS GUAM<br>PERSUPP DET PEARL HARBER HI |
| All other areas | USDAO CANBERRA ACT AS | PERSUPP DET PEARL HARBOR HI |
| Azores | Not required | |
| Bahrain | ADMINSUPU SWA BAHRAIN | COMUSNAVCENT |
| Belgium | Not required | |
| British Isles | | |
| England | | |
| Mildenhall | NAF RAF MILDENHALL UK | |
| St. Mawgan | NAVWPNSFAC ST MAWGAN UK | |
| Other | Not required | |
| Scotland | Not required | |
| Wales | Not required | |
| Cuba, Guantanamo Bay | COMNAVBASE GUANTANAMO BAY CU | PERSUPP DET GUANTANAMO BAY CU |
| Denmark | Not required | |
| Diego Garcia | Dependent travel not authorized | |
| Fiji | Not required | |
| France | Dependent travel to France not authorized except for:<br>(1) MAAG personnel (entry approval not required)<br>(2) ATTACHE personnel (see Note 2)<br>(3) Department of State Guard personnel, French Institute of Higher Learning, Staff members of the Advisory Group for Aerospace Research and Development.<br>(4) Dependents over the age of 14 are required to have an official passport and visa.<br>(5) Toulon COMSIXTHFLT Rep | |
| Germany | Activity to which ordered | USN PERSSUPPDET |
| VAHINGEN GE | | |
| Augsburg (Bad Aibling) | NAVSECGRUACT AUGSBURG GE | |
| Berlin/Frankfurt/Munich | Activity to which ordered | |
| Bremerhaven | MSCO NOREUR BREMERHAVEN GE | |
| Pirmasens | CDR USAMMCE PIRMASENS GE | USN PERSSUPP DET VAHINGEN GE |
| Stuttgart | EUCOM SUPPORT ACTY VAIHINGEN GE//AETSSTG-U-HD// | USN PERSSUPP DET VAHINGEN GE |
| Greece | Dependent travel not authorized except Larissa. | |
| For Larissa (Tyrnavos) | USNSE/JCSC LARISSA GR | New Duty Station<br>PERSUPP DET CUSERVDESK SOUDA BAY GR |
| Guam | Not required | |

| | | |
|---|---|---|
| Hawaii | | |
| Barking Sands | PACMISRANFAC HAWAREA BARKING SANDS HI | |
| Hong Kong | Not required | |
| Iceland | NAS KEFLAVIK ICE ATTN: CODE 90 | PERSUPP DET KEFLAVIK IC |

Concurrent travel and dependent entry approval will authorized for the following Navy billets: COMICEDEFOR/COMFAIRKE CO NAS, CHIEF OF STAFF FLEET AIR KEF, CO NAVCOMMSTA (0-6 ONLY), XO NAS. Concurrent travel and dependent entry approval will be authorized for the following non-Navy billets: CHIEF OF STAFF IDF and NATO EXCHANGE OFFICERS OF CANADA, DENMARK, NORWAY, HOLLAND and GREAT BRITAIN.

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

| | | |
|---|---|---|
| Indonesia | | |
| Jakarta | | |
| For duty with DAO | USDAO JAKARTA ID | PERRSUPP DET WASHINGTON DC |
| For duty with OMADP | USDAO JAKARTA ID | PERSUPP DET PEARL HARBOR HI |
| For duty with NAMRU2 | USDAO JAKARTA ID | PERSUPP DET CUSERVDESK SINGAPORE |
| Italy (Note 5) | | |
| Gaeta | NAVUPSSACT NAPLES DET NAPLES IT | COMSIXTHFLT<br>COMFAIRMED NAPLES IT |
| Naples | Not required | |
| La Maddalena | NAVSUPPACT LA MADDALENA IT//10// | COMFAIRMED NAPLES IT//N1// |
| Sardinia | NAVSUPPO LA MADDALENA IT | COMFAIRMED NAPLES IT<br>COMSUBGRU EIGHT |
| Sicily | Not required | |
| Japan | | |
| Atsugi/Kami Seya/Totsuka, CVW5 and all squadrons | PERSUPP DET CUSERVDESK ATSUGI JA | PERSUPPACT PACIFIC YOKOSUKA JA |
| Misawa | PERSUPP DET MISAWA JA | PERSUPPACT PACIFIC YOKOSUKA JA |
| Iwakuni | MCAS IWAKUNI JA | PERSUPPACT PACIFIC YOKOSUKA JA<br>PERSUPPDET CUSERVDESK IWAKUNI JA |
| Okinawa (except Camp Butler) | PERSUPP DET OKINAWA KADENA JA | PERSUPPACT PACIFIC YOKOSUKA JA |
| Camp Butler/Third FSSG FMF PAC | CG MCB CAMP BUTLER JA | PERSUPPACT PACIFIC YOKOSUKA JA<br>PERSUPP DET OKINAWA KADENA JA |
| Sasebo (including ships) | PERSUPP DET SASEBO JA | PERSUPPACT PACIFIC YOKOSUKA JA |
| Yokosuka/Yokohama/Tikyo/Yokota (all ships) | PERSUPP DET YOKOSUKA JA | PERSUPPACT PACIFIC YOKOSUKA JA |
| Kenya | | |
| Mombasa | KUSLO NAIROBI KE | |
| Korea | | |
| Seoul/Pohang/Pyongtaek/Yechon/Taego | COMNAVFORKOREA SEOUL KOR | PERSUPPACT FE YOKOSUKA JA<br>PERSUPP DET SEOUL KOR |
| Chinhae | COMFLEACT CHINHAE KOR | PERSUPPACT FE YOKOSUKA JA<br>PERSUPP DET CUSERVDESK CHINHAE KOR |
| Kuwait | AMEMBASSY KUWAIT | |
| Malaysia | USDAO KUALA LUMPUR MY<br>Entry approval is not required for personnel assigned to the U.S. Defense Attache Office (DAO) or Security Assistance Office of the DAO. | |
| Morocco | Not required | |
| Netherlands | Not required | |
| New Zealand | | |
| All areas | USDAO WELLINGTON NZ | |
| Norway | Not required | |

| | | |
|---|---|---|
| Portugal | Not required | |
| Puerto Rico | | |
| COMNAVFORCARIB | NAVSTA ROOSEVELT ROADS RQ | PERSUPP DET ROOSEVELT |
| COMNAVBASE ROOS RDS | NAVSTA ROOSEVELT ROADS RQ | ROOSEVELT ROADS RQ |
| USCOMSOLANT | NAVSTA ROOSEVELT ROADS RQ | ROOSEVELT ROADS RQ |
| ROOSEVELT ROADS PR | NAVSTA ROOSEVELT ROADS RQ | ROOSEVELT ROADS RQ |
| NAVCOMMSTA PUERTO RICO | NAVSTA ROOSEVELT ROADS RQ | ROOSEVELT ROADS RQ |
| NAVSECGRUACT SABANA SECA | NAVSTA ROOSEVELT ROADS RQ | ROOSEVELT ROADS RQ |
| Republic of China | Activity to which ordered | |
| Saudi Arabia | CHUSMTM MEDI DHAHRAN SA | CHNAVSECMTM RIYADH SA |
| Singapore (Note 6) | NAVREGCONTCEN SINGAPORE | PERSUPPACT PACIFIC YOKOSUKA JA<br>PERSUPP DET CUSERVDESK SINGAPORE SN<br>USDAO SINGAPORE |
| Spain | | |
| Madrid | PERSUPP DET ROTA SP | ODC MADRID SP |
| All other areas | Not required | |
| Sri Lanka | USDAO COLOMBO CE | |
| Switzerland | Not required | |
| Taiwan (see Repbulic of China) | | |
| Thailand (see notes 1 and 2) | | |
| Turkey | | |
| Ankara | ODC ANKARA TU//ALD-A | |
| Izmir | COMSTRIKFORSOUTHREPIZMIR JSG IZMIR | |

Note 1: For area entry approval of all personnel assigned to MAAG/MISSION/MILITARY GROUPS, submit request to the new duty station.

Note 2: Area entry approval for dependent travel of ATTACHE personnel is not required.

Note 3: Navy personnel ordered overseas with the Personnel Exchange Program (PEP) should liaison with the gaining command to determine if dependent entry approval is required.

Note 4: For personnel assigned to areas not mentioned above, submit request for dependent entry approval to new duty station.

Note 5: PASSPORTS with appropriate Italian VISA's are required for all personnel traveling to Italy.

Note 6: PASSPORTS are required for all family members traveling to Singapore. Passport information for all family members traveling to Singapore is required to be included in Family Entry Approval Request.

**FIGURE 4-10**

**MESSAGE FORMAT FOR FAMILY ENTRY APPROVAL REQUESTS**

| Item | Information Required | Remarks |
|---|---|---|
| A. | Rank/Rate/Civilian Rating. | Navy Rank/Rate or Civilian Rating. (If E-4, state date of rate). |
| B. | Name. | Complete last name, first name. Middle initial. |
| C. | Date of marriage, names of family members, and dates of birth of children. For dependent parents enter date of letter from DFAS approving dependency. | For example, DOM Sep 83; HUSBAND; Terry; SON; Matthew, DOB 21 Jul 86; SON; Christopher, DOB 17 Nov 87; MOTHER, Eileen, 4 Jan 31. Exclude sponsor. |
| D. | Nationality of sponsor and family members. | Enter current citizenship of sponsor and family members. |
| E. | Origin duty station. | Enter geographical location of Present duty station. In the case Ships, enter the homeport. See OPNAVINST 3111.14V (NOTAL) |
| F. | Address of family members. | Enter telephone number and current Mailing address, including ZIP code and country where family members are now located. |
| G. | Date departed CONUS. | If serving on overseas duty, enter Date member departed CONUS for present duty. If second consecutive overseas tour, indicate whether voluntary or involuntary. (If not applicable indicate “N/A”). |
| H. | Months separated from Family members.<br><br>**Applies only to personnel assigned to a command or unit that is physically separated from homeport for operational or training purposes.<br><br>Deployment does not include TEMADD or shipyard time away from homeport. | 1. Serving in a Fleet Unit and Deployed ** for 6 or more Consecutive months during the previous 12 months, or for 3 or more consecutive months during the previous 6 months, enter the number of months separated from family by deployment during past year. If not deployed per the above criteria enter “N/A”.<br><br>2. Serving an unaccompanied overseas tour where dependents are authorized. Enter number of months separated from family if dependents were denied entry approval because of lack of required medical facilities. If |

| | | |
|---|---|---|
| | | entry approval not denied for this reason, enter “N/A”.<br><br>3. Serving an accompanied overseas tour, enter number of months separated from family because of delayed granting of family entry approval due to non-availability reasons. If family entry approval not delayed, enter “N/A”.<br><br>4. Serving an unaccompanied overseas tour where family members are not authorized, enter the number of months separated from family. If not applicable, enter “N/A”. |
| I. | Transfer Directive Authority. | Enter BUPERS/NAVPERSCOM TC Number, or other activity as authority. |
| J. | Detachment Date. | Enter date member will detach current permanent duty station. |
| K. | Ultimate duty station. | In the case of ships, include the Homeport. See OPNAVINST 3111.14V (NOTAL). |
| L. | Estimated date of arrival at new duty station. | Best estimate as to when the member will arrive. |
| M. | Housing preference. | Indicate preference for civilian or government housing. Indicate acceptability of civilian housing until government housing becomes available & limit of rental payment authorized. State whether member desires sponsor per OPNAVINST 1740.3 and whether the sponsor is or is not authorized to act as agent for civilian rental housing. |
| N. | Passports. | Advise if appropriate no-fee Passports in possession and provide Passport numbers. |
| O. | ETS of member or obligated service date of Naval Reserve related information.<br>NOTE: If member must extend for OBLISERV, he or she must actually sign an extension. A NAVPERS 1070/13 entry in the enlisted member’s service record is not acceptable for Travel entitlements. | 1. Estimated month/year family members are scheduled to depart CONUS.<br>2. DOD prescribed accompanied tour length as indicated in Article 4.05.<br>3. Expiration term of service (previously referred to as EAOS). |
| P. | Certification of suitability. | Member and family members’ Suitability of overseas duty must be established. For example, if |

| | | |
|---|---|---|
| | | family members are suitable for overseas duty, enter “per ENTRANSMAN Article 4.012/OFTRANSMAN Article 4.2, (member’s name) and Residency overseas.” |
| Q. | Remarks. | Enter other appropriate information such as “spouse is an accredited teacher”, etc. List known medical ailments or physical disabilities of family members and any family member who displays a physical, emotional or intellectual handicap requiring medically related services. Include family members who are enrolled in the Exceptional Family Member program (EFM), and family members who require special education in DOD Schools outside the United States. Pregnancy should be listed. |

FIGURE 4-11

HIGH RISK BILLETS THAT REQUIRE INDIVIDUAL TERRORISM AWARENESS COURSE

Commander in Chief, U.S. Pacific Fleet
Aide to Commander in Chief, U.S. Pacific Fleet
Commander in Chief, U.S. Naval Forces, Europe
Commander, U.S. Naval Central Command/Commander, Fifth Fleet
Commander, Naval Forces Korea
Deputy Commander in Chief, U.S. Naval Forces, Europe
Commander, Sixth Fleet/Commander, Strike Force South
Commander, Seventh Fleet
Commander, Fleet Air Mediterranean
Commander, Submarine Group 8
Commander, Submarine Squadron 22
Commanding Officer, Naval Support Activity, Naples
Commanding Officer, Naval Support Activity, Souda Bay
Commanding Officer, Naval Air Station, Sigonella
Commanding Officer, Naval Support Activity, Gaeta
Commanding Officer, Naval Support Activity, La Maddalena
Commanding Officer, Naval Support Activity, Rota
Commanding Officer, Naval Support Activity,
Commanding Officer, Engineering Field Activity, Mediterranean
Officer in Charge, National Support Element, Joint Headquarters SOUTHCENT, Larissa, Greece
Intelligence Officer, Joint Command SOUTHCENT, Larissa, Greece
Officer in Charge, National Support Element, Joint Headquarters SOUTHWEST, Madrid, Spain

CHAPTER 5

SPECIAL ASSIGNMENTS AND CONSIDERATIONS


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# CHAPTER 5

## SPECIAL ASSIGNMENTS AND CONSIDERATIONS

### 5.0 ENSIGN "STASH" ASSIGNMENTS

1. Those 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." Upon commissioning, regardless of source, officers will be assigned to appropriate entry level training. Exceptions to this policy may be granted by NPC division directors 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 either the officer's specialty, recruiting, or training with Assignment Category Code (ACC) 108 or 150. It is imperative that newly commissioned surface warfare officers be assigned to the first available SWOS basic course. When course loading precludes timely assignment to SWOS basic, 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. 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 PCS.

### 5.1 NOMINATIVE BILLETS/NOMINATION OF OFFICERS

In general, it is the policy of NPC (PERS-4) to detail officers to commands without prior nomination to the recipient command or activity. Certain billets, however, do require formal or informal nominations.

1. Billets which require a formal nomination:

a. All executive assistant billets
b. All major program manager billets
c. Special assistants to secretaries billets
d. All aide billets
e. All captain billets
f. OSD, JCS, OSIA billets
g. USNA battalion officer and deputy commandant billets
h. White House billets
i. Personnel Exchange Program billets

2. Billets which require an informal (written) nomination:

a. Office of SECNAV billets
b. Office of Legislative Affairs billets
c. Office of Program Appraisal billets

d. Recruiting command billets (recruiters only)
e. NROTC billets
f. Billets in: DIA, DCA, DNA, DSA, DMA, TRITAC, ADSA
g. United States Naval Academy billets
h. Naval War College, NDU, and other service college instructors
i. U.S. Military/Advisory Group (MAAG) billets
j. NPC

3. NATO staffs and joint staffs (not listed above) are not considered as requiring officer nominations; however, informal liaison with the command is recommended.

## 5.2 FLAG AIDE ASSIGNMENTS (MILPERSMAN 1300-030 refers)

Aides for flag officers are authorized only by the CNO and entitlement is reflected by billets in activity manning documents. The number of aides and their titles are determined concurrently with the establishment of each new flag officer billet. 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.

1. 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.

2. There are three types of aide billets coordinated through NPC (PERS-44A): flag lieutenant, flag secretary and aide. Chief of staff and executive assistant billets are coordinated by the cognizant placement officer. NPC (PERS-4) reviews all nominations for executive assistant positions and military assistant positions to high level civilian executives. Nominations for executive assistant to three and four star flag officers outside the Washington, D.C. area, will be handled by appropriate message.

3. The wearing of aiguillettes is authorized for Naval Officer Billet Codes 9015, 9021, 9082, 9930 and 9935.

4. The tour lengths for all commander and junior aides ashore and afloat is two years, with the exception of the one year unaccompanied tour with COMIDEASTFOR.

5. Aides assigned to flag officers of the Restricted Line or Staff Corps will be of the same designator as the flag officer. Designators for URL aides are in accordance with activity manning documents.

## 5.3 CAPTAIN ASSIGNMENTS

All O-6 billets that require formal multi-name nomination packets forwarded to the receiving command by CNP will include qualified minority officers. Any package not including minority officers will list those minority officers considered with reasons for exclusion in the accompanying memorandum. For other high visibility billets that require nomination but do not require forwarding by CNP, NPC division directors will ensure that qualified minority officers are considered. To standardize captain nominations for outside Navy activities, the format in Figure 5-1 will be utilized. 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.

## 5.4 TWILIGHT TOURS

Officers with 27 or more years of service will not normally be assigned to duty at sea or overseas, except when the officer is completing a normal tour of shore duty and his/her services are required at sea or overseas. The intent is to plan rotation patterns so the last tour is a normal tour of shore duty. Normally, the geographic location of an officer's final tour of duty prior to retirement should reflect personal preference, provided a billet requirement exists in the area requested. Officer shortages preclude assignment in excess of allowance.

## 5.5 NON-NAVY AGENCY ASSIGNMENTS

1. OPNAVINST 1320.4 (series) requires that officers ordered to certain billets in the Office of the Secretary of Defense (OSD), Joint Chief of Staff (JCS), Defense Communications Agency (DCA), the State Department, and on the National Security Council staff be assigned TEMDU in the Office of the Chief of Naval Operations (OPNAV) to allow for briefings on current issues which will be of importance to them during their assignments. Accordingly, NPC (PERS-441 and PERS-443) will ensure that officers ordered to billets in these activities are assigned TEMDU in OPNAV for the period specified in OPNAVINST 1320.4 (series). Exceptions to this policy will be determined on a case basis dependent upon the timing of the situation and the individual officer's background and qualifications.

2. By law, JCS tours may not exceed three years. Normally, JCS interprets this such that three year tours (except in the National Military Command Center (NMCC)) are expected. In some instances, NPC will split tour officers between OPNAV and JCS for two 2-year tours, when agreeable to JCS.

3. All Navy billets in the On-Site Inspection Agency (OSIA) require formal nomination. The UICs affected are: 47525, 47471, 47472 and 47606. Nomination packages will be provided to OSIA, Administration/Personnel Office (DSC), Washington, D.C. 20041-0498, 120 days prior to the proposed reporting date. Qualification records of individuals being assigned without prior nomination will be provided at the time the assignment is made. OSIA can be reached at commercial (703) 742-4364 or 1-800-283-2189.

## 5.6 UNITED STATES NAVAL ACADEMY (USNA) ASSIGNMENTS

Officers with poor potential will not be assigned to the USNA. Subspecialty requirements for faculty positions will take precedence over all other billet requirements (e.g., warfare specialty), except validated PhD and acquisition billets. 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.

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

a. Seven months prior to anticipated detachment of incumbent: USNA provides specific requirements for relief, including any special qualifications/qualities desired.

b. Five months prior to detachment: PERS-444 provides USNA with

nominee. In the same time frame, a relief for the nominee is identified.

c. 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, NPC (PERS-444) makes another nomination and the procedure is repeated.

d. Three months prior to detachment of incumbent: USNA advises NPC (PERS-444) of acceptance of the candidate and orders are written.

e. Exceptions to these policies will be approved by NPC (PERS-44).

2. Fifteen of the 30 company officer billets will be filled with lieutenant commanders regardless of billet grade requirements. NPC placement (PERS-444) in conjunction with the Officer Allocation Branch (PERS-452) will ensure that billet postings are modified to reflect which fills are to be lieutenant commanders. Lieutenant billets will normally be filled with officers with four to seven 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 NPC (PERS-4) prior to nomination to the Naval Academy.

3. PRDs for officers assigned duty at USNA should, with very few exceptions, fall during semester breaks. Orders to USNA will be written with PRDs of December or June, including those with an arrival date other than these months. 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 NPC (PERS-44).

4. If an officer fails of 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.

## 5.7 WHITE HOUSE OR WHITE HOUSE SUPPORT ACTIVITY ASSIGNMENTS

1. 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) are governed by the following policies:

a. Must be volunteer.

b. Require complete and updated Special Background Investigation (SBI). A special White House sponsored investigation will be conducted for those officers who will have access to the President. In the event a situation or requirement arises where the Secretary of Defense must waive the requirement for completion of the SBI prior to assignment, the Administrative Aide to SECNAV will be informed, who will inform the Military Assistant to the Executive Secretary of the Department of Defense. 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. 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. CNO memo for DCNOs and DMSOs Ser 09/7U300732 requires that all officers ordered for duty at the White House, either for

permanent or TAD assignment, will have their nominations forwarded to the Vice Chief of Naval Operations (VCNO) for approval prior to the assignment. Officers attached to Naval Support Facility Thurmont or Naval Facilities Engineering Command (Chesapeake Division) are selected by NPC and nominated via the chain of command to the Executive Secretary of the Department of Defense. Officers assigned to the Office of the Physician to the President are nominated in the same fashion. 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. This article applies to the following activities:

| UIC | Activity |
|---|---|
| 30117 | Executive Office of the President |
| 41991 | White House Medical Unit |
| 47689 | White House Military Office |
| 0417A | CO, Naval Support Facility Thurmont, MD (Camp David) |
| 65475 | White House Communications Agency |
| 00025 | Naval Facilities Engineering Command (Chesapeake Division) |

2. Assignments to these UICs are not to exceed authorized billet limits.

3. Officer Nominations and Interviews. The following guidance and procedures are provided to guarantee continued future assignment of only the highest quality personnel to subject billets:

a. Single name nominations are acceptable unless directed otherwise.

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

c. Officers in the rank of commander or above should have completed a command tour.

d. Nomination packages should be prepared for signature by the senior interviewer.

e. Nominees will be interviewed by the indicated flag officer, or his/her designee:

| NOMINEE | INTERVIEWER |
|---|---|
| *O-4 | CNPC |
| *O-5 | CNPC and CNP |
| O-6 | CNPC, CNP and VCNO |

* Presidential/vice presidential aide nominees require CNPC, CNP and VCNO interviews.

f. PERS-00BA or PERS-00A4, once advised of the White House interview date, will schedule appropriate CNPC, CNP, VCNO interviews in coordination with the nominee's assignment officer, and provide accounting data to the nominee's assignment officer.

g. Assignment officers are to notify and confirm the interview schedule with the nominee and provide appropriate accounting data from PERS-00BA.

4. The following branches within NPC (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, CEC Assignment/Placement Branch (PERS-4413) is responsible for placement of officers in Naval Facilities Engineering Command (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 NPC via the chain of command to the Office of the Assistant Secretary of Defense (MRA&L).

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

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

## 5.8 ATTACHE ASSIGNMENTS

No officer will be ordered to an attache post unless he/she has 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. NPC (PERS-4411) will provide requisite information (extracted from embassy post reports and other sources) to assignment officers when posting for attache billets. Language fluency is normally a requirement and instruction to obtain it will be programmed for all prospective attaches. Language training is desirable for spouses as well, when practicable. Language aptitude must be listed and proven prior to assignment to such training.

1. Commander, Office of Naval Intelligence (ONI) must approve all attache nominees. Should he/she desire to review the actual record of a particular nominee, NPC (PERS-4411) will assist in making arrangements. This review must be done only by Commander, ONI personally.

2. Criteria for assignment include the following, in addition to language proficiency:

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

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

c. Previous assistant attache assignment or intelligence subspecialist is desirable but not mandatory.

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

3. NPC (CNPC) must authorize exceptions to these policies.

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

a. To comply with the above, the originating office preparing orders directing attache duty to an area where quarters are provided, as indicated by ONI in the request for orders, will specify the following PTEXT P79007:

P79007 "SHIPMENT HHG TO _____ LIMITED TO NET POUNDS. THIS LIMITATION DOES NOT APPLY TO UNACCOMPANIED BAGGAGE AND PROFESSIONAL ITEMS."

b. The preceding limitation varies in certain cases (e.g., an officer ordered to NAVATT, Bonn, Germany). The following variation is to be used when required:

"SHIPMENT HHG TO AND FROM _____ LIMITED TO _____ NET POUNDS. THIS LIMITATION DOES NOT APPLY TO UNACCOMPANIED BAGGAGE AND PROFESSIONAL ITEMS."

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

5. Dependent Transportation and Per Diem. The following introductory phrase will be used when authorizing attache dependents travel and per diem in official PCS orders for naval officers en route to or from attache 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 PERSUPPDET Anacostia. Advanced per diem for dependents is not authorized."

6. Nomination Procedures for Attache Assignments. In order to maintain the high quality of officers nominated for attache assignment, the following nomination procedures will be followed:

a. The attache placement officer will identify all attache billets for which nominations are required at least one year in advance of commencement of training. A list of those billets will be provided to each of the warfare community assignment officers and will be updated as required.

b. When requirements for specific warfare expertise have been

attached to an attache billet, the community with primary fill responsibility will nominate at least two qualified officers. Each URL community will nominate one officer for 1000-designated billets.

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

e. NPC (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.

f. Nominations for all attache positions must reach the Attache Placement Office (PERS-4411) not later than six months prior to the commencement of training for each billet. This lead time is absolutely essential to allow for the interview process and formal nomination to DIA and still issue orders in a timely fashion.

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

## 5.9 NAVY RECRUITING COMMAND

The recruiting climate for the All-Volunteer Force dictates the careful scrutiny of officers selected to direct the Navy recruiting efforts. Accordingly, certain billets are designated nominative billets. NPC (PERS-44) must approve all officers proposed into nominative billets prior to nomination to Commander, Naval Recruiting Command (COMNAVCRUITCOM).

1. 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.

2. Recruiting District Commanding Officers. Officers nominated to command Navy Recruiting Districts should be warfare officer commanders or fleet support commanders. COMNAVCRUITCOM may request nominations of officers who do not meet this criteria on a case by case basis. Whenever feasible, the commanding officer of a Navy Recruiting District will possess a different URL designator than the executive officer of that district.

a. Officers screened for command of Navy Recruiting Districts 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 past recruiting experience. By the end of FY00, all NRD Executive Officers will be filled by command screened officers to fleet up to 18 month NRD command tours.

b. 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.

3. Orientation for Newly Reporting Recruiters and their Spouses. After consideration of all options, indoctrination training for newly reporting recruiters and their spouses can best be obtained through funded travel to the NAVCRUITDIST Headquarters en route to their ultimate duty stations. Assignment officers will liaison with PERS-443 to determine those new officer recruiters who require two days of TEMDU indoctrination. Where deemed necessary, the following paragraph will be added to the recruiter's PCS orders to direct check-in en route and encourage voluntary participation of the member's spouse:

P60097 "MEMBER DIRECTED TO REPORT FOR THE ABOVE TWO DAYS TEMPORARY DUTY NOT LATER THAN _____ FOR THE PURPOSE OF ATTENDING INDOCTRINATION AND OMBUDSMAN BRIEFINGS. THESE BRIEFINGS WILL ALLOW FOR FAMILIARIZATION WITH THE UNIQUE ASPECTS OF RECRUITING WITHIN THE DISTRICT ASSIGNED. YOUR SPOUSE IS INVITED AND STRONGLY ENCOURAGED TO ATTEND; HOWEVER, SPOUSE ATTENDANCE WILL BE AT NO ADDITIONAL COST TO THE GOVERNMENT AND IS PURELY VOLUNTARY."

4. 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.

## 5.10 NAVAL RESERVE OFFICER TRAINING CORPS (NROTC) UNIT ASSIGNMENTS

1. Officers assigned to NROTC units will be assigned a PRD that coincides with the end of the academic year or semester/quarter breaks. 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.

2. Officers with fewer than 2 years remaining until mandatory retirement will normally not be assigned as commanding officers of NROTC Units. The objective, however, is to place into Professor of Naval Science (PNS) billets top quality CAPTs 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 PNS billets may be considered for commanding officer of a NROTC unit as a final tour on a case basis.

3. To provide a broader spectrum of experience, commanding officers and executive officers of NROTC units will normally be from separate URL communities.

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

5. Officers with poor potential for promotion will not be assigned to NROTC instructor billets. Officers who fail of 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.

6. Exceptions to these policies must be approved by NPC (PERS-4).

## 5.11 RECRUIT TRAINING COMMAND (RTC) ASSIGNMENTS

Officers assigned to RTCs as Director, Regimental Commander or Battalion Commander must be promotable officers who have high quality performance and who will project the Navy's best image for new recruits. In order to provide the desired level of 100% manning, RTC billets other than the three mentioned, will be filled with officers whose qualifications, background, experience (including recruiting and training) and availability meet the requirements of the work assigned. Only career-oriented officers will be assigned to these key billets. 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 these billets. 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.

5.12 BUREAU OF NAVAL PERSONNEL/N1 ASSIGNMENTS

1. All officers to be assigned to CNP/N1 will be nominated to the appropriate division director. Division director approval will be based on past performance and community reputation. Once nominee is approved by the director, his/her package (including microfiche, Officer Data Card and Officer Summary Report) will be routed via the chain of command to the final approval authority as follows:

| Billets | Approval Authority |
|---|---|
| PERS-00A/N1A, PERS-00A1/N1A1, PERS-00A2, PERS-00F, PERS-05, PERS-00J, PERS-06, PERS-9, PERS-00X, PERS-00W | CNP/N1 |
| NPC Deputy Directors, Officers assigned to PERS-00X (less PERS-00X) | CNPC (notify CNP) |
| PERS-00BA, PERS-4B, PERS-41, PERS-42, PERS-43, PERS-44 | CNPC (notify CNP) |
| PERS-40, PERS-45, PERS-455D | PERS-4 |
| All other officers (placement officer, RAOs, assignment officers, etc.) | PERS-4B |
| PERS-61 | PERS-6B |

2. This policy does not prevent placement officers from coordinating with commands regarding qualifications and assignment of officers of all grades to certain "key billets" identified by CNPC or PERS-4, long range command manning plans, officers under orders, or canceled orders. Placement officers must be knowledgeable of their commands' requirements for every billet and continuously keep assignment officers advised of those requirements (subspecialty requirements; education; warfare qualifications; prior experience requirements; grade/seniority requirements, etc.). When reviewing the record of an officer proposed for an assignment, all these factors, as well as the officer's performance, will be considered. At no time should communication with the receiving activities imply that an officer is being nominated; rather, the communication should indicate that orders are being written. Instances of command disregard for normal assignment procedures should be brought to the division director's attention.

## 5.13 BLUE ANGELS ASSIGNMENTS

1. Selection of the Blue Angels commanding officer is made by Chief, Naval Air Training (CNATRA). The commanding officer of the Blue Angels selects the other squadron demonstration pilots which are approved by CNATRA. All Blue Angels pilot selections are subject to concurrence of Assistant Chief of Naval Operations (Air Warfare) (N88). NPC has certain administrative responsibilities in this process regarding the screening of applicants and liaison with N88.

2. Commanding officer applicants apply to CNATRA with copies to NPC and the incumbent commanding officer of the Blue Angels. Demonstration pilot applicants apply directly to the commanding officer of the Blue Angels, and shall provide copies to CNATRA and NPC. As applications are received, NPC (PERS-433) initiates administrative screening to determine each candidate's availability and desirability for assignment to the Blue Angels. NPC (PERS-43) will make the final determination as to whether a candidate is available and recommended by NPC. NPC (PERS-433) then provides CNATRA and the commanding officer of the Blue Angels with a summary of the NPC screening board action on each candidate.

3. Following selection by CNATRA, NPC (PERS-433) will forward background resumes on each prospective Blue Angels pilot to N88. PCS orders will be issued to those selected upon N88's concurrence.

4. Each pilot/NFO selectee to the Navy Flight Demonstration Squadron (NFDS) will sign a statement of agreement by which the officer Agrees to Remain on Active Duty (GREEMAIN) for two-years following completion of the tour with NFDS. A signed copy of each agreement will be forwarded to NPC (PERS-433).

5. A congratulatory letter for PERS-4's signature will be prepared by PERS-433 to selectees for commanding officer of the Blue Angels. Additionally, letters of appreciation to non-selected commanding officer candidates will be prepared for PERS-43's signature.

## 5.14 FLEET LOGISTICS SUPPORT SQUADRON ASSIGNMENTS

Pilots accepting orders to Reserve VR Squadrons are assigned to transition training in C-9, C-20, C-40, and C-130 Aircraft. A three year obligated service greemain exists for active duty pilots who complete transition training to C-9, C-20, C-40, and C-130 Aircraft. 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.

## 5.15 NAVAL LEADERSHIP TRAINING COURSE (LTC) INSTRUCTOR ASSIGNMENTS

Officers selected for LTC Instructor duty will be qualified performers who have completed a successful operational tour and possess leadership and management experience at the level commensurate with the course they will teach (e.g., department head or division officer). Officers selected for instructing the Leadership Instructor Course (training LTC instructors) will have prior LTC instructor experience. Officers selected for the Command Leadership Course or the Advanced (XO) Course at NETC Newport, RI must be post-command commanders or post-executive officer (CDRs/LCDRs, respectively). The selection of LTC instructors will be based on the following:

1. Selected officers must be demonstrated, high-quality performers as determined by PERS-4 and CNET.

2. Must satisfactorily complete Leadership Instructor Training Course (7 weeks), at Naval Amphibious School, Little Creek. A guaranteed deselection without prejudice to career will be made available to candidates who fail to complete skill training.

3. Volunteers are desired but not required.

4. Be within height/weight/body fat standards.

5. Officers on twilight tours are not eligible.

6. Requests for waivers must be approved by CNET, Leadership Division (LEAD 1).

POC is CNET, Leadership Division, DSN 922-8095.

5.16 BRIG OFFICER ASSIGNMENTS

Nominations for brig officers will be forwarded by the gaining placement officer to PERS-8 for preliminary screening. Upon receiving a positive reply from PERS-84, the gaining placement officer will forward a letter to the nominee's commanding officer requesting his/her recommendation. If a positive recommendation is received, the gaining placement officer will process orders for the officer. The screening criteria for brig officers include the following:

1. Have served a minimum of two 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 LDO/CWO, has had no record of military disciplinary actions during the last four years of military service.

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

6. Be mature and emotionally stable.

7. Will 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 standards per OPNAVINST 6110.1 (series).

13. Possess good judgment.

14. Officers screened for command of Naval Consolidated Brigs 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.

15. 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.

16. The following implementation guidance is provided:

a. All NCB commanding Officer and Executive Officer billets will be immediately re-designated as 1000 coded billets.

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

c. Tour lengths for incumbent (non fleet-up) Commanding Officers shall not be shortened to less than 18 months.

d. Slating of officers within six months of PRD will not be involuntarily altered.

e. Fleet up Executive Officer tour lengths may be shortened to no less than 12 months.

f. By the end of FY00, all NCB Executive Officers will be filled by command screened officers to fleet up to 18 month NCB command tours.

## 5.17 JOINT DUTY ASSIGNMENTS

1. Joint Officer Personnel Policy. Title IV of the Goldwater-Nichols 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 Title 10 USC, 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 section 664(f) of Title 10 USC. The Secretary of Defense has the authority to waive this requirement on a case-by-case basis. After 1 October 1986, a joint duty assignment is an assignment to a billet contained in the JDAL.

a. Chapter 38 of 10 USC 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% of JDAL Critical Billets after 1 January 1994 with a Joint Specialty Officer (JSO). Chapter 38 further requires that 50% 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 in accordance with 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 detailer from each designator community ensures that their community is closely coordinating the input of officers by promotion year group to joint education/assignments, that a comprehensive plan exists to meet the flag officer qualification requirements of 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 Chapter 38. NPC 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. NPC (PERS-45) is responsible to ensure Navy activities are at or below established officer ceilings. PERS-452 and appropriate management headquarters placements desks from PERS-41, 42, 43 and 44 monitor headquarters activities on a 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 the Chairman of the Joint Chiefs of Staff. Officers who have completed applicable JPME and joint duty assignment prerequisites are recommended for designation as JSOs by the Navy Department. The Secretary of Defense may waive completion of certain prerequisites. Administrative selection boards are convened by the Navy on a periodic basis to propose candidates to SECDEF for JSO designation.

b. Joint Specialty Officer (JSO) Nominee: An officer designated by the Navy Department as a "nominee" for the joint specialty designation. Designation of an officer as a 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. For example, officers may be designated as "JSO nominee" upon graduation from JPME school and assignment to a follow-on joint duty assignment. Other officers in joint duty assignments may qualify as nominees if they possess a Critical Occupational Specialty (COS), an outstanding performance record and may reasonably be expected to have an opportunity to attend a JPME School. Officers who have neither attended a JPME school, nor will have any future opportunity to attend JPME, will not be designated as JSO nominees. PERS-4 responsibility for coordination of joint specialty nominee designation resides with PERS-45J.

c. Joint Duty Assignment (JDA): 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. The JDAL contains all JDA billets. Greater than 50% of the JDAL billets must be filled by JSOs or JSO nominees.

d. Critical Joint Duty Assignment (subset of JDAL): A designated

JDAL billet which must be filled with a JSO (approximately 15% 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. Approved Navy COSs are limited to the following URL warfare specialties: Surface, Submarine, Aviation, Special Warfare (SEALS) and Special Operations. Specific provisions apply for COS officers regarding tour length, joint duty credit, etc., which are discussed in article 3.12.

f. Joint Professional Military Education (JPME)

(1) 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.

(2) Phase II JPME: Phase II credit is earned by successful completion of the appropriate level course at the Armed Forces Staff College (AFSC). Completion of Phase I is a prerequisite for attending Phase II. COS officers may attend Phase II without Phase I with a JCS approved direct entry waiver.

(3) Full JPME: 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. PERS-45J will: Assign the appropriate joint AQD to an officer's record upon completion of full JPME, Phase I and/or Phase II.

g. AQD Codes: The following Additional Qualification Designation (AQD) codes identify joint billets and joint personnel. Assignment of officer AQD codes may only be made by NPC (PERS-440 or PERS-452).

(1) Billets:

JD1: Non "critical" billet on JDAL.
JD2: "Critical" billet on JDAL; must be filled by a JSO.

NOTE: JD1 + JD2 = Total number of JDAL billets.

(2) Officers:

JS1: JPME graduate.
JS2: Joint duty credit (officer has completed a qualifying JDA in accordance with Title IV).
JS3: JPME graduate assigned to a JDA and designated as a JSO nominee.
JS4: COS officer designated as a JSO nominee in an initial joint assignment, available for reassignment after 24 months and does not have to be nominated prior to assignment to joint duty.
JS5: Designated as a JSO by SECDEF.
JS6: Joint duty credit as a result of completion of equivalency assignment commenced prior to 1 October 1986.
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.

h. 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. Specifically:

(1) JEA credit:

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

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

(c) Officers with the JSO designation based on JEA still maintain their JSO designation, but are not considered to have any joint duty credit (except as noted in paragraph 5.20.2h.(1)(a)).

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

2. In the above situation, COS officers serving in post JEA joint duty assignments will be considered to be serving in their second or subsequent joint duty assignments and cannot be considered for two year COS take-out.

(2) JDA credit:

(a) Can be counted for promotion to flag.

(b) 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).

i. Cumulative JDA Credit

(1) Cumulative service for the purposes of fulfilling JDA requirements includes two or more JDAs which, when combined, total at least three 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 ten 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.

(3) Other joint tours accumulated with paragraph 5.20.2i.(1) must be at least 24 months in length.

PERS-45J will: Ensure each officer transferred from joint duty has that joint duty recorded in his/her record. This includes placing the appropriate AQD in the record and attaching the Joint Duty Tracking Element (JDTE) to the joint duty station in the officer's record.

j. JSO Nominees. JSO nominees may be nominated from:

(1) Officers who have successfully completed full JPME and are assigned to a JDAL billet (JPME JSO nominee) (JS3 AQD); or

(2) COS officers who have not attended JPME (COS JSO nominee) (JS4 AQD). These nominees may not account for more than 25% of the number of joint billets that are required to be filled with JSOs or JSO nominees.

k. Selection of Joint Specialists

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

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

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

(4) SECDEF may waive JPME provided two full JDA tours are served.

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

PERS-45J will: Conduct annual JSO selection boards to select those officers satisfying these criteria. Board precepts will be forwarded to SECNAV for approval, and then to the Chairman, Joint Chiefs of Staff, for concurrence. Upon approval by SECDEF, assign the AQD reflecting JSO designation.

3. Joint Duty Assignments. The following general guidelines will be adhered to unless waiver procedures for tour lengths contained in article 3.12 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 PCS moves.

d. 50% of JDAL billets must be filled by JSOs or designated JSO nominees.

e. Beginning 1 January 1994, 100% 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 Chairman, Joint Chiefs of Staff

(CJCS). Waiver procedures are described below.

PERS-45J will: Track assignments to critical billets and report progress to 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.

4. 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. 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 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 CINC or Director of a Defense agency is required and must be included in the JSO waiver request.)

b. For JSO qualification waiver requests initiated by NPC, the following procedures apply:

(1) Assignment officers will prepare JSO waiver requests, with ODC, for CNP signature. Requests will be addressed to the Director, Joint Staff.

(2) After PERS-45J review, the request must be chopped by the cognizant division director prior to forwarding. (PERS-45J will maintain an historical file of JSO waiver requests.)

(3) JSO waiver requests are chopped by PERS-4 and CNPC, then forwarded to CNP for signature.

(4) The request is then forwarded to the Director, Joint Staff for CJCS approval.

(5) Waiver requests must arrive at the officer of the Director, Joint Staff, 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. For JSO qualification waiver requests initiated by CINCs/Directors of Defense Agencies, the following procedures apply:

(1) CINCs/Directors of Defense Agencies must submit all JSO qualification waiver requests for Navy personnel through NPC for endorsement.

(2) Placement officers will coordinate with assignment officers and prepare an endorsement (concur, nonconcur) for CNP signature, on the joint organization's waiver request.

(3) After PERS-45J review, the request must be chopped by the cognizant division director prior to forwarding. (PERS-45J will maintain an historical file of JSO waiver requests.)

(4) JSO waiver request endorsement is chopped by PERS-4 and CNPC, then forwarded to CNP for signature.

(5) The request is then forwarded to the Director, Joint Staff for CJCS approval or resolution.

(6) Waiver requests must arrive at the office of the Director, Joint Staff, not later than 90 days before the proposed placement of a non-JSO in a critical billet.

(7) Conflicts between CINCs/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.

5. Joint Assignment Nominations

a. JCS Nominations. When nominating a JSO to the Joint Staff, only one nomination will be required. For non-JSOs, NPC will routinely nominate a slate of three or more qualified and available officers. If less than three are nominated, an appropriate explanation for the shortfall will accompany the nominations.

b. A sufficient number of competitive officers must be assigned to "other joint duty" to ensure compliance with the spirit and intent of present legislation. In order to ensure promotable officers are assigned in sufficient numbers to "other joint" commands, CNP desires to follow a process similar to that used for JCS nominations. Figures 5-2 and 5-3 will be used in the nomination process of all billets on the JDAL with the exception of JCS.

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

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

(2) Assignment officer prepares joint duty routing memo (Figure 5-2) and assignment sheet (Figure 5-3) with OSR/ODC (bottom half of assignment sheet only).

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

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

(5) 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) PERS-44 reviews and forwards.

(8) Once chop chain is completed, nomination is returned to PERS-44. 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.

6. NPC Responsibilities

a. PERS-45 will:

(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, NMDAS and ODIS/OAIS.

(6) Coordinate (with 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. PERS-45J will:

(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) Maintain appropriate records regarding the rationale for assignment decisions.

(6) Ensure that in the aggregate, approximately 50% of JDA billets are filled with JSOs or JSO nominees, and 100% of critical billets are filled by JSOs.

(7) 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. N-13D will use the administrative transfer date to write retirement orders, assigning the officer TEMDU awaiting retirement to the designated administrative command (i.e., PSD), pending the actual retirement date.

d. Placement officers will:

(1) Maintain a working knowledge of Title IV and oversee the implementation of the same within activities for which they are responsible.

(2) Advise 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 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 within placement divisions who will work with 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 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 PERS-4 excess screening sheet.

(e) If an activity is projecting excess manning for a three month period, the responsible placement officer will provide PERS-4B (copy to PERS-452) a memorandum providing a plan of action to reduce manning back to authorized ceiling (BA) or a copy of an approved 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.

e. Assignment officers will:

(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 NPC, and will be the first stop within NPC for CINC/Director, 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) Will prepare tour curtailment waiver packages and coordinate with PERS-45J.

## 5.18 ASSIGNMENT OF OFFICERS TO NORTH ATLANTIC TREATY ORGANIZATION (NATO) BILLETS

1. All officers assigned to NATO billets must have a completed Single Scope Background Investigation (SSBI) within five years of assignment. This requirement is designed to provide U.S. officers access to NATO COSMIC Top Secret required for all NATO officers. Since security clearance investigations take from 3 to 6 months to complete:

a. Placement officers will post for all NATO billets twelve months prior to incumbent's PRD and include appropriate security clearance requirements.

b. Assignment officers should identify officers to fill NATO postings six to eight months prior to incumbents' PRDs. Any officer identified less than six months before the incumbent's PRD must meet the NATO security clearance requirements.

2. 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 five years for any NATO assignment. For NATO assignments which do not require an SSBI, the message that 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.

3. Procedures for NATO Billets

a. Officers ordered to NATO billets require special processing to fulfill security clearance requirements and to determine passport needs.

b. PERS-831 is responsible for issuing clearances for officers assigned to NATO billets. Prior to issuance of orders to such billets and if a security clearance is necessary, the cognizant placement officer will inform 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) EDA and tour date.

(5) Type of security clearance required or investigation status.

(6) PERS-831 will indicate the officer's security eligibility by return memorandum.

(7) Any change in the information submitted to PERS-831 by memorandum must be corrected by memorandum to prevent the security clearance

being forwarded in error.

(8) Placement officers should include PERS-831 as an internal copy to addressee.

5.19 ASSIGNMENTS OUTSIDE THE DEPARTMENT OF DEFENSE (DOD)

DoD Directive 1000.17 establishes policy and assigns responsibility for the management and administration of military and civilian personnel supporting non-DoD agencies and activities. DoD Directive 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. Head, Washington Placement Branch (PERS-441) is responsible for coordinating the placement of officers in agencies outside DoD. The use of DoD personnel to support non-DoD agencies and activities is rigorously controlled and all new positions are approved in writing by the Office of the Assistant Secretary of Defense (MRA&L).

1. Officers selected for assignment to duties outside DoD are to be screened carefully and must have exhibited performance of the highest quality. Individuals on their last tours prior to retirement will not normally be assigned outside DoD.

2. Assignment of Department of the 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. 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 the Chief of Legislative Affairs, as appropriate, and the Assistant Secretary of the Navy (M&RA). DoN activities are not authorized to establish independent congressional fellowship programs.

3. Except in unusual cases, orders for officer personnel assigned to non-DoD agencies and activities will contain reimbursable accounting data and the following wording: "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))." Reimbursement will be based on rates and procedures established in DoD Directives 7220.9 (series) and 4000.19 (series). N101 provides reimbursable accounting data guidelines and the following PTEXT for application by assignment and placement officers when ordering officers to certain non-DoD agencies and activities of foreign governments:

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-_____)

Further assistance for application of reimbursable accounting data and the above PTEXTs is available from PERS-455D).

4. 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. 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 NPC for each officer assigned to a reimbursable billet. All matters concerning reimbursables should be addressed to NPC (N101).

## 5.20 LIMITED DUTY OFFICER (LDO) AND CHIEF WARRANT OFFICER (CWO) ASSIGNMENTS

LDOs and CWOs are accessed, promoted and continued to fill authorized LDO and CWO billets. The assignment of an LDO or CWO to billets not designated 6XXX or 7XXX, respectively, will result in a gapped LDO or CWO billet. When overriding circumstances dictate, LDOs and CWOs may be assigned to other billets; however, this practice is the exception rather than the rule.

1. Diving and Salvage. LDO/CWO diving billets are coded with appropriate Naval Officer Billet Codes (NOBCs) and Additional Qualification Designators (AQDs). CWOs qualified in the performance of diving will be assigned to NOBC/AQD coded diving billets both at sea and ashore. Should the inventory of CWO qualified divers exceed the number of available diving billets, excess officers may be assigned to billets identified for their technical specialties. LDOs qualified in the performance of diving will continue to be assigned to billets of their occupational specialties or specific diving billets of their designators in accordance with the career pattern of the particular LDO community.

2. SEALs. CWO/LDO SEAL billets are coded with appropriate Naval Officer Billet Codes (NOBCs) and Additional Qualification Designators (AQDs). 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 normal 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 NPC (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.

## 5.21 ENGINEERING DUTY OFFICER (EDO) ASSIGNMENTS

1. 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. 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 as an engineer. 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.

a. EDO Basic Phase. During this phase, an EDO will be assigned to allow maximum opportunity to complete the following career requirements:

(1) 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 URL officer. Officers obtaining an ED option from NROTC or USNA will be assigned to combatant sea tours upon commissioning.

(2) Graduate Education. Assignment to postgraduate school is essential if the officer does not have a graduate degree before becoming an EDO.

(3) 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.

b. EDO Professional Phase. Assignments will emphasize increased officer technical competence by:

(1) 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).

(2) Increasing involvement in design, engineering, acquisition and life cycle management of systems.

2. 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, and fleet maintenance and support of submarines.

## 5.22 TRAINING AND ADMINISTRATION OF THE RESERVES (TAR) URL ASSIGNMENTS

The TAR officer program is comprised primarily of warfare qualified and Special Duty Officers (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.

### 1. Selection and Assignment to TAR Program

a. From active duty. Applications will be submitted in accordance with MILPERSMAN 1001-020 to NPC via the chain of command. Regular and Reserve officers on active duty in the URL, RL Special Duty Officer (Intelligence) and (Fleet Support), Supply Corps and Aeronautical Engineering Duty Officer (Aviation Maintenance) in the grade of lieutenant commander (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 Special Duty Officer (Intelligence) and (Fleet Support), Supply Corps and Aeronautical Engineering Duty Officer (Aviation Maintenance) in the grade of lieutenant commander and junior, whose date of rank will enable them to complete at least two years active duty prior to consideration for promotion to the next higher paygrade, are eligible for TAR designation.

c. Sea/Air Mariner (OSAM) officers may apply for TAR or active duty list quotas after OCS/AOCS. OSAMs in TAR designators that are undermanned must first apply for the TAR Program.

d. Eligibility. Reserve officers on active and inactive duty in the URL, SDO Naval Intelligence and Fleet Support, and Supply Corps in the grade of temporary LCDR and junior, who have completed or are within twelve months of completing their initial active duty obligation, are eligible for selection for TAR designator.

e. Selection. Applicants will be considered by a special TAR Selection Board which meets the first month of each quarter. 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.

f. Change of designator. The appropriate assignment officer is responsible for the submission of changes of designator to XXX7 upon acceptance by the applicant of TAR designation.

(1) For USN officers (XXX0), an officer Appointment Acceptance and Oath of Office (A&O) will be effected upon acceptance to the TAR program. Assignment officer 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).

(2) For active duty list USNR officers (XXX5), the assignment officer 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.

(3) For USNR officers (XXX5) not on the active duty list, including OSAM, 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.

g. Active Duty Obligation. As the needs of the Navy require and except as provided for in section 2.13, the following obligations are incurred which must be satisfied prior to resignation of reserve commission or release from active duty.

(1) Officers recalled to active duty as a TAR incur an obligation to serve for a minimum of three years in a reserve program billet or other billet approved by the cognizant TAR assignment officer effective upon execution of recall orders.

(2) Officers transferred to TAR from the active duty list incur an obligation to serve for a minimum for two years as a TAR officer in the reserve program billet or other billet approved by the cognizant TAR assignment officer.

2. 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, 1327), the officer is operationally current in his/her 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 his/her present grade, initial assignment will be to an operational tour in units (e.g., ships, squadrons, fleet staffs).

b. TAR officers not warfare qualified but possessing designated subspecialties or significant experience in critical areas of management will be assigned to either Reserve or USN billets to best use their expertise. Efforts will be made to develop officers' careers in Reserve management by alternating assignment in RPBs and USN billets in areas of specific expertise. Special Duty Officers (Fleet Support) officers assigned to USN shore billets must meet all billet requirements, including commanding officer or executive officer screening.

3. Commands receiving officer accessions and detaching officer personnel from permanent assignments are responsible for ensuring that all personnel executing 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

Pay and allowances and cost of travel are chargeable to the Reserve Personnel, Navy Appropriation. Per diem payments in support of TEMDUINS are properly chargeable to the Operations and Maintenance, Navy Appropriation. Preparation of fiscal accounting data will be in accordance with BUPERSINST 7040.7.

4. Auto-screening Policy for USNR Aviators

a. An auto-screen procedure has been established to offer a Navy career option to qualified reserve Active Duty List (ADL) aviators who would otherwise leave active duty. The procedure is designed to screen these officers in time for them to consider the TAR option before they have made a final decision to leave active Naval service.

b. An administrative board will be utilized. The board will meet as frequently as is necessary, but as a minimum, at least once a year. The board will review records of eligible 1315/1325 ADL officers in accordance within the following policy guidelines:

(1) PERS-4417 will be the board sponsor. Board membership will be determined by
PERS-4417 and approved by PERS-4.

(2) PERS-43 will assist PERS-4417 as necessary in conducting the board.

(3) The annual "zone of consideration" will be all 1315/1325 ADL officers reaching Minimum Service Requirement (MSR) the following calendar year.

(4) The board will screen officers in zone for suitability for transfer to TAR status based on the qualifications of the individual and the needs of the TAR community.

(5) Based on end strength requirements provided by N-13, selectees will be tendered an invitation to transfer to the TAR program.

(6) Selectees should be notified of their "TAR Option" early enough for it to be a consideration in their career planning process; however, the effective date of the transfer will not be earlier than 12 months before the selectee's MSR.

(7) CNPC is the final approval authority for board results.

## 5.23 SURFACE WARFARE OFFICER (SWO) DEPARTMENT HEAD AND DIVISION OFFICER ASSIGNMENTS TO AFLOAT BILLETS

Assignment of SWO department heads and division officers to afloat billets will be in accordance with Figures 5-5 and 5-6, respectively. Exceptions to these sequencing plans will be approved by NPC (PERS-41).

1. Department Head Afloat Tours. Assignment of single, first and second tour department heads will be as prescribed in Figure 5-5. Exceptions to these sequencing plans will be approved by NPC (PERS-41).

2. Division Officer Afloat Tours. Typically, officers will be assigned to a 24 month initial division officer tour followed by an 18 month second division officer tour. Exceptions will be considered for special circumstances such as precommissioning units and commands that decommission.

Assignment of division officers to second tour billets will be in accordance with Figure 5-6. Specific billets to be filled by second tour officers will be based upon an individual command's Long Range Training and Relief Plan (LORTARP) and the career progression needs of each individual officer.

5.24 ASSIGNMENT OF NUCLEAR QUALIFIED SWOS TO CONVENTIONALLY POWERED SHIPS

1. 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. 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. The following policies are effective for assigning 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 two year second department head tour in a nuclear powered ship.

(2) Tour lengths for surface nuclear officers are 24 months when assigned to AEGIS ships and 18 months when assigned to non-AEGIS ships. 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) When an officer is assigned to a conventional XO tour and has not served in a nuclear shore duty before the XO tour or is not identified in orders to serve in nuclear shore duty after the XO tour he or she must re-establish nuclear proficiency by attending a minimum of one month en route training at the type commander Nuclear Power Mobile Training Team (NPMTT) at the Lant NPMTT in Norfolk (SNPMTT NORVA, UIC: 43701) or the Pac NPMTT in Bremerton (FASOTRAGRUP, UIC: 48060).

d. Assignment of all surface nuclear officers must be approved by PERS-42.

5.25 MILITARY COUPLE ASSIGNMENTS (MILPERSMAN 1320-190 refers)

Every effort will be made to allow military couples to move together and serve

together whenever possible in the same manner as non-military couples. However, needs of the Navy will take precedence and collocation is not guaranteed. Further, it must be understood that it may not be possible to provide a career enhancing billet in the collocation area. The military couple assignment policy approved by CNO authorizes these moves as cost moves.

1. Military couples desiring collocated assignment will submit new duty preferences separately, noting their military couple status, spouse's name, SSN, year group, and present duty station. Members not presently collocated can request reassignment, providing the following criteria can be satisfied:

a. Members are married at time of request. Exceptions may be granted in those rare cases when a couple which is engaged to be married is assigned to a command where marriage is strongly discouraged (e.g., Diego Garcia) and the couple desires collocation on their follow-on tours. Requests for collocation under these circumstances must be endorsed by the commanding officers.

b. Requesting member must have completed one year on board current duty station.

c. An authorized billet for which he/she is qualified is available.

d. If required, a contact relief is available.

e. Request for PRD adjustment must be received at least six months prior to transfer date. PRD of the spouse being joined will be adjusted to match the PRD of the member joining. Member arriving later will serve at least the normal tour.

2. If marriage occurs within three months of transfer or after orders are executed, orders remain in effect until eligible for reassignment as detailed above.

3. Military couples will not receive orders to the same activity (UIC) unless they will be assigned to different reporting seniors. Members may be assigned to different UICs and work for the same reporting senior. (Waivers may be granted on a case basis.)

4. Military couples will not be permanently assigned together in the same ship. This policy includes assignment of one member to ship’s company and the other to a permanently assigned staff, airwing or other permanently embarked unit on the same ship. Permanent assignment includes those units embarked for purposes of an extended (greater than 90 days) deployment.

5. Military couples with/without dependents will not be assigned involuntarily to simultaneous sea duty. In the case of a member assigned to shipboard duty who marries another member assigned to the same ship, if requested, the member who has completed the longer period of sea duty will be reassigned as soon as possible. Reassignment of personnel who marry while assigned to shipboard duty on different ships and have no legal dependents, will be accomplished at the earliest possible time using the same criteria; the member who has completed the longer period of sea duty will be reassigned as soon as possible.

6. Assignment officers will make PRD adjustments for each member whenever possible in accordance with policy. Whenever possible, matching PRDs will be established to facilitate collocation in future assignments. A service member

who meets the criteria is eligible for a PCS move. No-cost moves are not authorized.

## 5.26 SINGLE PARENT ASSIGNMENTS

Single parents (male or female) are assigned utilizing the same procedures as other officer personnel. NPC recognizes the unique situations that occur when single parents are assigned to some types of duty/duty locations; however, a preferential assignment policy regarding single parents would be discriminatory toward other service members. When it is determined that assignment to sea duty would involve hardship not normally encountered by other members of the Naval service, a request for discharge/release to inactive duty for reason of hardship or dependency may be submitted to NPC in accordance with MILPERSMAN 1910-110.

## 5.27 ASSIGNMENT OR REASSIGNMENT OF MEMBERS OF THE SAME IMMEDIATE FAMILY

For purposes of this article, family members include the father, mother, sons and daughters, and all siblings. Members must complete a minimum of one year at their current duty station and not be in receipt of PCS orders. Requests should be submitted six months in advance via their commanding officer and the other member's commanding officer, and state that travel outside CONUS will be by other than government transportation, when applicable, and agree to bear all expenses involved.

## 5.28 WOMEN OFFICER ASSIGNMENTS

1. Assignment of Women Officers to Sea Duty. With repeal of the combat exclusion law, numerous opportunities have been opened up for women in ships, aircraft squadrons and SEABEE units (including assignment to the sea components of Beach Master Units (BMU) and Amphibious Construction Battalions (ACB)). The change in assignment policy opens seagoing combatant units (except submarines) to women officers, but falls short of allowing women to be assigned to units that have a ground combat mission. Therefore, women officers cannot be assigned to SEAL teams or Special Boat Units deployable components. This does not prevent the assignment of women officers to the shore component of these commands, as is currently the practice.

a. Women officers may be assigned to billets in ships as set forth in SECNAVINST 1300.12 (series).

b. Surface Ship Placement (PERS-413) and Carrier Placement (PERS-433) will track inventory of women officers assigned to each ship and ensure that any proposed assignment will not exceed the ship's women officer berthing capacity. PERS-44 will ensure proposed women officer assignments to ships are cleared through PERS-41/43 prior to issuing orders. This clearance is for the sole purpose of ensuring that a ship's woman officer berthing capability is not exceeded.

c. Female military members transferring to overseas duty (including sea duty type 2 and 4) will be screened for pregnancy in accordance with BUMEDINST 1300.2 prior to transfer.

2. Temporary Duty Assignment of Women Officers to Ships, Squadrons, and Construction Battalions. Women may be assigned to temporary duty to any ship or squadron in the Navy. Enabling criteria for temporary duty must include the availability of accommodations that are suitable in terms of security and privacy. Accommodations for female personnel on temporary duty assignment should be

essentially the same as provided males of similar paygrade or rank; exceptions will be determined by the commanding officer. Sleeping quarters must be separate from males with privacy provided. Privacy in the use of heads must be assured. Access to these facilities should not entail violation of sleeping compartment privacy.

3. Assignment of Pregnant Women Officers. A woman officer with dependency or pregnancy status serving in the Naval service is expected to retain a high degree of commitment to fulfill full professional responsibilities. Commanding officers will ensure the provisions of MILPERSMAN 1740-020, OPNAVINST 1740.4 and OPNAVINST 6000.1 (series) are brought to the attention of pregnant members. In order to afford the female member who gives birth to a child the opportunity to make suitable child care arrangements while continuing to fulfill professional responsibilities, the following assignment policies will apply:

a. Shipboard and NMCBs. Women officers will be deferred from assignment to ships, squadrons, and NMCBs embarked on ships during pregnancy. This deferral will continue for four months following childbirth unless the servicewoman volunteers for earlier transfer to a shipboard tour. Women officers who become pregnant while assigned to shipboard duty will not be immediately reassigned ashore, but will not remain aboard the ship beyond the 20th week of gestation.

(1) Upon receipt of medical officer's determination that a service member is pregnant, the commanding officer of the unit will notify NPC by message which should include the estimated date member will be in 20th week of pregnancy, or the unit medical officer's determination that the member is unable to continue to perform shipboard duty, and in the case of deploying units, the date of deployment.

(2) The unit medical officer, in consultation with the commanding officer and in accordance with OPNAVINST 6000.1 (series), will also decide in what capacity the individual may safely continue her shipboard assigned duties. This decision will be based on the physician's knowledge of potential hazards within the individual's workplace and possible effects of these hazards upon both the officer and her unborn child. If there is any question regarding medical risks associated with exposure to certain work environments, the unit medical officer will communicate with an OB/GYN physician responsible for prenatal care to determine whether there are special conditions which must be considered. The unit medical officer, in consultation with the commanding officer, will determine whether the individual may safely continue her normal shipboard duties, continue to work aboard ship with duty modifications, or whether the member must be reassigned ashore. For periods of underway operations of less than 30 days duration, the commanding officer may send the service member TAD or on leave vice PCS at his/her discretion.

(3) Pregnant officers will be reassigned ashore where adequate medical facilities are available and where government housing (or alternate civilian housing) is available. Reassignment to shipboard duty will be deferred up to a period of four months following delivery unless the service woman volunteers for an earlier rotation.

(4) Women reassigned to shipboard duty will be credited with the time served aboard prior to transfer due to pregnancy and will consequently be reassigned only to complete the balance of their prescribed sea tours.

(5) A woman officer whose pregnancy is terminated prior to childbirth may be reassigned to shipboard duty.

b. Overseas/CONUS Activities

(1) Women officers will not be deferred from overseas assignment during pregnancy unless adequate civilian/military medical facilities with obstetrical capabilities are not available, housing (including alternate civilian housing) is not available, or if member is in the advanced state of pregnancy (7th - 9th month). Transfer must be executed such that the member arrives overseas prior to the 7th month. Deferral of transfer for women officers in their 7th month will continue for four months following childbirth unless they volunteer for earlier transfer to the overseas tour.

(2) Pregnant women assigned to overseas/CONUS activities without adequate civilian/military medical facilities or housing (including alternate civilian housing) will be reassigned prior to their 20th week of pregnancy for completion of overseas tour to an alternate activity where these facilities exist. "Adequate housing" is defined in OPNAVINST 11101.13 (series). "Adequate medical facilities" is defined in NAVMEDCOMINST 1300.1 (series). The commanding officer of the pregnant member will determine when to effect the transfer and make recommendations to NPC based on the advice of the attending medical officer.

(3) Pregnant women officers assigned to overseas/CONUS activities with adequate housing and medical facilities available will remain at those activities for completion of their tours.

(4) Women officers whose pregnancy is terminated prior to childbirth may be reassigned PCS to duty. Reassignment following childbirth will be accomplished four months following childbirth, unless the individual volunteers for early rotation.

c. Aviation Squadrons. Pregnancy is considered disqualifying for designated flight status personnel. Waivers may be requested. Refer to OPNAVINST 6000.1 (series).

## 5.29 MINORITY OFFICER ASSIGNMENTS

Minority officers will be detailed within the standard warfare development pattern applicable to their particular communities and as dictated by their performance. A minority officer is defined as an officer not having a Race Code of X or Z, or a Race/Ethnic Group code of CX, CY or CZ in the officer master file. The responsibility to ensure equality of opportunity and treatment for all Navy personnel within the assignment and distribution system is emphasized. In order to maintain the spirit of the Navy's Equal Opportunity Program, it is necessary to ensure that instances of discrimination do not occur within the assignment and distribution system.

1. In instances where assignment personnel have access to information or knowledge indicating that an individual, regardless of rank, belongs to a minority group or is a woman, the assignment will be fully considered and evaluated for possible bias or subtle discrimination. In every case, career development and growth opportunity will be considered to ensure the full range of opportunities to minority officers.

2. Career diversions outside normal career development patterns will be made only to meet essential needs of the Navy. Particular care will be taken to ensure that future detailers and selection board personnel recognize the importance of such career path deviations. Minority officers so assigned must be judged not by the billet to which assigned, but on their performance in the

billets. Figure 1-2 contains the sample memorandum which will be placed in the officer's microfiche record by the cognizant assignment officer when a minority officer is assigned to a minority/equal opportunity billet outside the normal career development progression or is assigned to a second minority/equal opportunity billet. Division directors will prepare those letters of explanation and forward them to PERS-45 for consolidation and forwarding to PERS-4.

a. Minority officers are to be assigned commensurate with the respective career paths they have elected, so that a comparable number are fully competitive with their contemporaries all the way to flag rank. Assignments of minorities to Minority Coded Billets (MCBs) should normally be limited to one per career, unless the officer volunteers for additional assignments. In those cases where the needs of the Navy dictate a non-voluntary second minority coded assignment, approval will be requested from NPC (PERS-4).

b. Accordingly, to ensure equitable minority assignments, assistant division directors in PERS-41, 42, 43 and branch heads in PERS-44 will review and approve assignments of all minority officers who are identified as such in blocks 95 and 96 of the Officer Data Card (ODC).

3. NPC division directors will routinely seek eligible minority officers when filling assignment and placement officer billets within PERS-40, 41, 42, 43 and 44. Equality of opportunity requires every segment of the officer corps to be represented equitably in the assignment and placement process.

## 5.30 PRISONER OF WAR (POW) REASSIGNMENTS

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. 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.

1. Assignment officers will monitor returnee assignments very closely and provide the necessary counseling for an early return to the established sea/shore career pattern.

2. 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.

3. The following phrase will be added to the PRSN screen of each repatriated POW's OAIS file:

"Ref: Geneva Convention Art 117 Not to be assigned to combat or combat support billet without clearance."

## 5.31 REASSIGNMENT OF OFFICERS DETACHED FOR CAUSE

Detachment of an officer for cause is the administrative removal of an officer from his/her current assignment by reason of misconduct, unsatisfactory performance of duty or marginal performance of duty. All requests for detachment for cause of an officer will be submitted to NPC (PERS-83) in accordance with MILPERSMAN 1611-020. Requests received directly by an assignment/placement officer will be referred to PERS-83 who has primary

cognizance in these matters.

1. Under no circumstances will assignment/placement officers act on an unofficial request for detachment for cause, such as by advancing tour dates or ordering a relief.

2. When assignment officers receive unofficial requests for detachment of an officer for cause, they will advise the requestor of the provisions of MILPERSMAN 1611-020 and inform the officer that unofficial requests cannot be considered.

3. Upon completion of detachment for cause command requirements as set forth in MILPERSMAN 1611-020, an officer (other than an officer in command or an OIC) may be assigned TAD (vice via NPC orders) in accordance with the following guidelines:

a. A shipboard/squadron officer not in command may be assigned in a TAD status to the staff of a senior in the administrative chain of command.

b. A shore/staff officer not in command will normally remain in the billet without relief, pending final disposition of the detachment for cause request. An exception to this policy may be made in those cases where an officer's repeated conduct while assigned to a relatively independent billet or isolated area reflects adversely upon the Navy.

4. PCS orders will be issued by NPC only upon final resolution of the detachment for cause request. Requests for PCS orders in advance of final resolution will be submitted to PERS-4 via PERS-83 and the cognizant division director.

5. Personnel who have completed processing for detachment for cause will be reassigned within the same geographic area. If special circumstances dictate the reassignment of an officer to another geographic area, they will be addressed on a case basis and approved by PERS-4.

6. Officer in Command/Officer in Charge. Upon receipt of a letter or message requesting the detachment for cause of a commanding officer, NPC (PERS-4) will consult with the appropriate TYCOM to determine the timing of providing a permanent relief, need for an interim relief, and other matters incident to the request. Based upon this liaison, a relief will be identified and ordered. In addition, the officer relieved will be issued TEMDUFURASPERS orders to the staff of a senior in the administrative chain of command to await resolution of the matter. Final PCS orders will not normally be issued until the matter is resolved by NPC.

a. If an officer OTHER than the officer normally eligible to succeed to the appropriate command (i.e., the executive officer) is to assume command, NPC will issue orders to that individual to satisfy the legal aspects of command.

b. Policies governing prospective commanding officers under investigation are outlined in MILPERSMAN 1611-020.

## 5.32 ASSIGNMENT OF OFFICERS WHO FAIL OF SELECTION

1. Utilization of Officers Who Fail of Selection. Non-selection alone cannot and will not be considered a reason for disqualification for billets which require ingenuity, ability and experience (For retainability requirements for 1XFOS officers, see chapter 3, article 3.5, paragraph 4).

Failure to effectively utilize the talents of these officers will adversely affect the Naval service and erode the ability to carry out assigned missions. Specifically, fail of selection (FOS) officers:

a. With permanent hardships should be advised to evaluate their active duty status. Members whose request for transfer at government expense cannot be approved may request an assignment on permissive orders. Such requests, with substantiating documents, should indicate expected period of hardship, whether the transfer will alleviate the hardship, whether the duty station is within commuting distance of the place where the hardship exists, and that the member agrees to bear all expenses involved.

b. Will continue to be eligible for assignment to all Navy ships, aviation squadrons, shore activities, overseas billets, afloat staffs and shore staffs, in accordance with the triad of detailing. They will be continued in present assignments while serving satisfactorily. Reassignments prior to normal PRD should be considered only when necessary to align seniority within a sea command.

c. Will be continued to ships or aviation squadrons when non-selection occurs while undergoing en route training except in the case of prospective commanding officers, executive officers and department heads where individual suitability for continuation to the ultimate duty station will be reviewed by the cognizant distribution division, based upon the merits of each case. Similar review will be conducted for all officers formally screened for commanding officer/executive officer/department head who subsequently FOS. In those cases where it is recommended the affected officer should not continue to a commanding officer/executive officer/department head assignment, the determination will be approved by a flag officer within NPC.

d. Will be considered for continuation on a case basis utilizing a Continuation Board Sheet furnished by PERS-440 for those officers who FOS for promotion while attending graduate or undergraduate education programs. Assignment officers will notify the Graduate Education Placement Officer (PERS-440B) for any officer who has failed of selection. Consideration for continuation will include an evaluation of potential, future utilization in terms of service years remaining prior to statutory loss date and whether continuation would prevent another input to the education program.

e. Will be withdrawn from education programs for those officers who FOS for promotion after selection for any education program but prior to transfer to a college or university. In the case of the College Degree Program (CDP), Advanced Education Program (AEP), Law Education Program and the Scholarship/Fellowship Program, a letter will be forwarded by the assignment officer to the individual, with a copy to the Chief of Naval Education and Training (CNET), informing the person of withdrawal and reasons therein (i.e., participation in the program is based on growth potential and officers in a non-selection status are considered ineligible for participation). The officer will also be informed that if subsequently selected for promotion, he/she will then be considered eligible for participation and may reapply for the program desired.

2. Restrictions on Assignment of FOS Officers

a. Assignment policies established by offices of the CNO prevent the assignment of officers who fail of selection to promotion to certain groups of billets. Those billets are commanding officer, executive officer, and department head (if en route to one of these billets, provisions of article 5.36.1.c. apply), NROTC units, CRUITCOM billets, JCS/OSD billets, or any

education program.

b. These officers do not meet retainability requirements and should not be issued cost orders. This requirement may be waived under extraordinary circumstances by PERS-4 where continuance of a one-time FOS officer, such as, in an overseas billet, is detrimental to the Navy and to the individual. Considerations include: need for career enhancing billet to improve promotion opportunity, need to transition to the civilian sector and the individual's suitability for continued overseas duty.

c. Cannot be ascertained due to promotion/continuation status, will not be reassigned until this question can be resolved. The assignment officer will consult PERS-82 to determine the length of remaining active service or future board actions which could impact sufficient active service remaining to complete a full tour as prescribed in Chapter 3 of this manual. If an officer's continued service is dependent on a future promotion/continuation board, he/she will be extended in the billet until his/her future service can be accurately determined based on the results of that board.

3. Policy/Procedures for Counseling of Officers Who FOS

a. The statutory procedures for promotion selection constitute a competitive system which requires the selection of the best qualified from a group of generally outstanding officers. In addition, each officer recommended for promotion by one of the selection boards must be fully qualified for promotion; that is, that officer's qualifications and performance of duty must clearly demonstrate the officer would be capable of performing the duties normally associated with the next higher permanent grade. Any selection board thus makes a relative judgment about an individual from among a group of highly capable officers. Because of numerical constraints, this results in a certain number of individuals failing selection one or more times. Proper and timely counseling of these officers is required when requested by the officer. It is the individuals responsibility to initiate contact with his/her detailer for counseling and discussion of career path options. To this end the following policies apply:

(1) Assignment officers, thoroughly knowledgeable with the Navy's promotion system, senior in grade to and, where practicable, of the same designator as the officer requesting the counseling, will serve as the point of contact in response to requests for counseling. They will provide specific counseling and an overall appraisal of an officer's general competitiveness. In the case where the assignment officer is not senior to the constituent, the counseling will be provided by the cognizant division director or another officer appointed by the division director who has the same designator as the officer requesting counseling, where practicable. An officer who sat as a member or recorder of a selection board may not counsel an individual who failed selection by that board.

(2) The counseling process should provide basic rationale to FOS officers centering on the fact that the selection process is a competitive system and that an individual's failure of selection is in relation to his/her contemporaries, as evaluated through the statements of previous reporting seniors. The entire record will be reviewed for performance, assignment history and timely qualification attainment. Additional rationale relating to normal career path deviations, as a result of a thorough record review, will also be provided whenever identified.

(3) The counseling officer will utilize the requesting officer's microfiche record and personal file to provide personal trend analysis.

b. will be followed:

(1) Each counselor will advise the member counseled at the outset that no one not actually on a selection board can state with certainty why one particular officer was not selected for promotion. The proceedings of selection boards are confidential and, as a matter of policy, records of the deliberations are not maintained.

(2) Each counselor will maintain a record of counseling provided constituents using a Fail of Select Counseling Record (see Figure 5-11), providing a synopsis of the specific nature of the counseling and any other relevant information imparted to the requesting officer. Wherever feasible, the counseling officer should obtain a written acknowledgment from the requesting officer that the prepared record accurately reflects the counseling provided.

(3) Should the possibility of the existence of an error in an officer's record be discovered, the process of requesting corrective action will be explained. This includes a discussion of the various avenues of recourse covering:

(a) Allegation that a regularly scheduled promotion board acted contrary to law (e.g., improperly constituted board). The officer will be advised that he/she may petition the Secretary of the Navy via CNPC or the Judge Advocate General (JAG) in accordance with SECNAVINST 1401.1 (series).

(b) Allegation that the officer was not considered due to administrative error. The officer will be advised to contact PERS-82 for an explanation of recourse procedures and the provisions for requesting a special promotion selection board as detailed in SECNAVINST 1401.1 (series).

(c) Allegation that the officer was not recommended for promotion due to material error of fact, material administrative error, or that the board did not have material information before it for its consideration. The officer will be advised to contact PERS-82 for an explanation of recourse procedures and provisions for requesting a special promotion board as detailed in SECNAVINST 1401.1 (series).

(4) In the case of a perceived record error, a permanent change to the record may always be requested through the Board for Correction of Naval Records by use of DD Form 149 (Application for Correction of Military or Naval Record). Additional avenues of record correction include:

(a) The provisions for Amendment of Records contained in Title 5 United States Code 552a, the Privacy Act of 1974.

(b) Article 138, "Complaints of wrongs" of the Uniform Code of Military Justice.

4. Lieutenants Junior Grade Who Have Once FOS for Lieutenant

a. The FY-91 Authorization Act changed the eligibility criteria for severance pay by one year, requiring six years of continuous active service. Under the previous criteria, most officers separated as twice failed of selection for lieutenant were eligible for severance pay. With the new law, the majority of officers who twice failed of selection for lieutenant will not be eligible for any payment. Without severance pay as an incentive to remain on active duty, some lieutenants junior grade may be willing to voluntarily

separate after their first FOS.

b. All officers who are once failed of selection for lieutenant will have their records screened by their respective assignment officers for an evaluation of potential for further useful service. Determinants such as failure to warfare qualify, loss of warfare qualification, performance clearly below standard, or non-punitive administrative censure are used to identify officers for separation. This screening process will take into consideration that some officers may once fail of selection due to special circumstances and not below average performance.

c. Following initial screening:

(1) A package containing each officer's ODC/OSR will be forwarded to the appropriate assignment branch head with a positive or negative recommendation concerning separation.

(2) The assignment branch head will provide a second screen to determine consistency with the detailer's recommendations of other once fail of selection officers prior to forwarding a recommendation to PERS-00B.

(3) PERS-00B will approve/disapprove the recommendation provided and return the package to the respective assignment officer for action.

d. If retention is approved, no further action is required.

e. If separation is approved, the assignment officer will take the following action:

(1) Personally contact each officer:

(a) Counsel the officer on his/her poor record and discuss the probability of a second FOS and non-eligibility for separation pay.

(b) Offer a waiver of minimum service requirement and/or time-on-station obligated service if the member submits a resignation request.

(2) Any officer who does not wish to resign will be handled as follows:

(a) Reserve officers who meet the criteria in article 10.7 of this manual will be processed for an involuntary release from active duty (IRAD).

(b) Any officer whose record indicates substandard performance of duty as defined in enclosure (3) of SECNAVINST 1920.6 (series) will be identified to PERS-8 for separation processing per article 10.9 of this manual.

f. Temporary authority to involuntarily discharge lieutenant junior grades who have once failed for selection to lieutenant.

(1) Regular Officers: In December 1992 the Secretary of the Navy approved the policy to discharge regular lieutenants junior grade who have failed to select for promotion to lieutenant. These officers will be processed for separation by PERS-83 to be effective not later than the first day of the seventh month after the President or his designate approves the report of the promotion board. This is a closed end policy which will expire in FY99 and reviewed annually for use based on the needs of the Navy.

(2) Reserve Officers: To provide equality between reserve and regular officers, the same policy as above will be applied to reserve officers. Reserve officers will be processed for Involuntary Release from Active Duty (IRAD) by their detailer to be effective the first day of the seventh month after the President or his designate approves the report of the promotion board.

5.33 ASSIGNMENT OF OFFICERS WITHOUT SECURITY CLEARANCES

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 PERS-831. If clearance eligibility revocation/denial is upheld after all appeals, the officer may be processed for separation from the service by PERS-834.

5.34 ASSIGNMENT OF PERSONNEL EXCHANGE PROGRAM (PEP) FOREIGN NATIONALS TO NUCLEAR POWERED SHIPS OR SUBMARINES

Foreign nationals will not be assigned to nuclear powered surface ships or submarines. SECNAVINST 5510.30A prohibits the disclosure of Naval Nuclear Propulsion Information (NNPI) to foreign nationals or immigrant aliens. Current manning policy requires that only U.S. citizens be assigned to nuclear powered submarine crews and surface ship precommissioning units.

5.35 ASSIGNMENT OF OFFICERS NOT IN COMPLIANCE WITH PHYSICAL READINESS STANDARDS

OPNAVINST 6110.1F describes the administrative action to be taken for members who are in non-compliance with physical readiness standards. 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. Officers who are out of body fat standards may 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.

5.36 ASSIGNMENT OF OFFICERS REQUIRING HOSPITALIZATION

1. TAD Under Treatment Orders. When an officer requires hospitalization, the command to which he/she is attached will prepare TAD orders utilizing NAVPERS 1320/16 (see Chapter 2 for preparation of TAD order form). TAD under treatment orders will permit only one round trip and must cite appropriate TAD accounting data. In cases where the line of accounting data must be requested from an administrative commander and is not available at the time of transfer to the medical facility, TAD orders may be issued containing a statement that the accounting data will be forwarded by order modification as soon as possible.

a. Members will not be transferred to medical facilities under "no cost" orders except when members are transferred to a medical facility within the vicinity of their permanent duty stations (as defined in JFTR, Volume 1, Appendix A) and government transportation to and from the medical facility is provided. TAD orders may be prepared without accounting data as long as the following mandatory statement appears in the orders:

"THIS ORDER IS ISSUED WITHOUT ACCOUNTING DATA SINCE IT APPEARS THAT IT CAN BE EXECUTED WITHOUT COST. IF COSTS OCCUR, ADVISE YOUR CO."

b. All TAD orders will contain the following statement:

"UPON DISCHARGE FROM TREATMENT IF FOUND FIT FOR FULL DUTY (IF ON SEA DUTY), FULL DUTY OR LIMITED DUTY (IF ON SHORE DUTY), AND UNLESS OTHERWISE INDICATED BY THE CO OF THE MEDICAL FACILITY OR DIRECTED BY THE CHIEF OF NAVAL PERSONNEL, YOU WILL RETURN TO THIS COMMAND AND RESUME YOUR REGULAR DUTIES."

c. Officers injured during performance of hazardous duty and diving duty will be ordered to hospitals for treatment on TAD orders and will not be detached from duty while hospitalized until either the end of 3 months or treatment is completed, whichever occurs first.

d. TAD Orders for Physical Examination. PERS-821 will authorize the parent command to issue TAD orders for physical examination, evaluation/reevaluation or treatment for officers attached to any command when recommended by BUMED (MEDCOM 33) or (PERS-43) for physical examination, for aviation officers to report to NAVAEROSPMEDINST, Pensacola, Florida for examination by a special board of Flight Surgeons.

e. TAD Orders for Alcohol Rehabilitation Completion. Officers ordered to Navy Alcohol Rehabilitation Centers (NAVALREHCENs) or Alcohol Rehabilitation Departments (ARDs) will be in a TAD Under Treatment order status for alcohol rehabilitation. A member will usually return to his/her present command upon successful completion of rehabilitation treatment. In those rare cases where the parent command is unable to provide adequate aftercare support, the command will request the member's assignment officer reassign the member. If additional problems are discovered during treatment, the treatment facility may, after notifying the parent command, change a member's status from TAD Under Treatment to TEMDU and recommend to NPC (PERS-4) discharge or reassignment. Exceptions to this policy must be approved by assignment division directors and should be authorized only after consultation with PERS-603.

2. Officers transferred to a hospital or medical facility for treatment will not be detached from their Permanent Duty Stations (PDS) except under orders from NPC. PERS-821 will determine whether an incapacitated officer (inpatient status or merely subsisting out of the hospital on convalescent leave) is issued TEMDU orders. The individual's assignment officer may issue TEMDU orders, in those instances where an officer is awaiting a medical board or physical evaluation board action and is discharged from an inpatient status or further TAD in the area. Request for CONTREAT (TEMDU) orders will be routed by the Naval Hospital/Medical Treatment Facility (MTF) via the officer's parent command to NPC.

a. Household Goods and Accounting Data. TEMDU under treatment orders include accounting data and allow for household goods to be moved and/or stored. These orders allow the command to request a relief due to the officer’s pending medical status.

b. Transportation to Veterans Administration (VA) Medical Center. When the commanding officer of a medical facility determines that an officer requires transfer to a VA treatment facility for further treatment, the request for CONTREAT orders to effect such transfer must be submitted to PERS-821 (see NAVMEDCOMINST 6320.12). Patients with spinal cord injuries may be transferred immediately.

c. Transfers of Patients from a Naval Hospital to Another Armed Forces Hospital for Personal Reasons. The Manual of the Medical Department,

Article 1-15 promulgates Department of Defense (DoD) Directive 6015.5 (series) which directs the maximum use of all hospitals of the armed forces by all services. Article 11-50(3) authorizes the transfer of Naval patients from one armed forces medical facility to another at no cost to the government when (1) the patient requests such transfer for personal reasons; (2) the period of hospitalization is of sufficient length to justify the transfer; (3) the CO of the hospitalizing medical facility favorably endorses the patient's request; and (4) the requested medical facility can provide the required care and disposition. Members desiring a transfer will submit a request for CONTREAT orders via the CO of the hospitalizing medical facility and COMNAVMEDCOM to NPC (PERS-821). Members requesting that CHNAVPERS issues authorization for such transfer should understand there will be no reimbursement in connection with the transfer. All authorizations will contain the following statement:

> "THIS TRAVEL AUTHORIZATION IS ISSUED WITH THE UNDERSTANDING THAT YOU WILL NOT BE ENTITLED TO REIMBURSEMENT FOR ANY TRAVEL, TRANSPORTATION, PER DIEM OR MISCELLANEOUS EXPENSES IN CONNECTION WITH ITS EXECUTION. IF YOU DO NOT DESIRE TO BEAR THESE EXPENSES PERSONALLY, YOU MAY CHOOSE NOT TO EXECUTE THIS TRAVEL AUTHORIZATION AND IT WILL BE CONSIDERED CANCELLED."

Normally, authorization requests will not be considered from patients under evaluation by a medical board until final action has been taken by the board.

3. Hospitalization Reports. See MILPERSMAN 1301-010 and SECNAVINST 1850.4 (series) for cases involving hospitalization of officers.

4. Medical Evacuations (MEDEVACS)

a. All patients evacuated from overseas are evacuated to CONUS hospitals designated by Armed Services Medical Regulations Office (ASMRO), Scott AFB, Belleville, Illinois, in accordance with the ASMRO evacuation plan for the overseas area concerned.

b. Since many specialized medical services are concentrated in designated hospitals for economy of operation, it is necessary to transfer patients within CONUS when specialized treatment is required. Major commanders of geographical areas may effect such transfer within their commands by notifying ASMRO. In all other cases, after approval of NAVMEDCOM in the case of Naval personnel, the hospital designation is requested of and determined by ASMRO. Normally, ASMRO will designate the nearest armed services medical facility when the patient is expected to return to duty, or the armed services medical facility nearest the patient's home when the patient is not expected to return to duty. It should be noted that such transfers are initiated and effected entirely by medical authorities, without reference to NPC.

## 5.37 REASSIGNMENT OF DISABLED OFFICERS

1. 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. 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., member may be assigned to any duty, except flying, which they are physically capable of performing). The following guidelines are used in evaluating disabled personnel who may desire to remain on active duty.

a. 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.

b. Unilateral Blindness. A member 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, the member may be considered for retention on active duty not involving flying.

c. Other Disabling Injuries. Personnel 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 paragraph 5.43.1. above.

2. 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. 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. 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.

3. NPC will consider each case on an individual basis and the final decision will be based upon the circumstances and the needs of the service. 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 and/or inexperienced. Requests will be processed by assignment officers, and members who are considered qualified under this policy will be recommended for retention to the Secretary of the Navy (SECNAV).

5.38 ASSIGNMENT OF OFFICERS ON LIMITED DUTY (LIMDU) (MILPERSMAN 1320-160 refers)

The assignment of officers classified as fit for limited duty is based on the recommendations of a medical board convened in accordance with the Manual of the Medical Department. Officers in this category are normally assigned to duty ashore by NPC and these assignments are 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 board.

1. Medical Boards. 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 NPC (PERS-821) for final approval of LIMDU.

2. Upon official notification (PERS-821)LIMDU authorization (message or letter), the member’s assignment officer will issue the appropriate order as follows:

a. Member will remain at current shore duty station. No PCS orders required. Upon receipt of the LIMDU authorization message/letter by the servicing PSA/PSD, the appropriate SDS/DMRS action will be performed to change the officers ACC from 100 to 105. By the same message/ letter, the officer's placement officer/detailer will adjust the member's PRD out six months or more, if so specified in the recommendation for assignment to LIMDU, from the month the authorization message/letter is issued.

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 member's PRD will be the EDA plus six months or more, if so specified in the recommendation for assignment to LIMDU.

3. 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 Chapter 27 of NAVPERS 15909F, the Enlisted Transfer Manual.

4. LIMDU Reevaluation. At the end of the specified period of LIMDU, the officer will be reevaluated as specified by the Manual of the Medical Department. 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.

a. When the local medical board recommends the officer not be retained on active duty, the case is reviewed by NPC and referred for consideration by the Physical Evaluation Board (PEB). The PEB will determine the officer's fitness for duty. 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.

b. 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 again be issued by the officer's assignment officer (reassignment) or PERS-8 (separation).

c. If the officer is recommended for additional periods of Limited Duty, the case is forwarded to PERS-821 for departmental review. Upon officer notification, the member's PRD will be adjusted by the member's Detailer and/or Assignments Officer.

5. 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 which resulted in the LIMDU status.

6. An officer considered by PEB to be permanently unfit for full duty may apply for L4/L5 retention on active duty in accordance with SECNAVINST 1850.4C Series. Officers retained in a permanent LIMDU status will be place in a LIMDU status in ACC 105 and their PRDs will be established to coincide with the reevaluation date (three months prior to Estimated Loss Date (ELD)). PERS-821 will establish ELD upon approval of L-5 status. A LIMDU designator will not be assigned. The officer will remain in a LIMDU status until restored to full duty or separated for active duty.

5.39 ASSIGNMENT OF PERSONNEL WITH HUMAN IMMUNODEFICIENCY VIRUS (HIV)

1. HIV positive personnel are prevented from permanent assignment overseas or assignment to deployable units. In accordance with SECNAVINST 5300.30 (series), the Navy retains only those HIV positive personnel who have been determined by competent medical authorities as "fit for duty." Individuals who are considered "unfit" for duty will be processed through the Disability Evaluation System (DES) under SECNAVINST 1850.4 (series). Assignment procedures for HIV positive personnel are governed by SECNAVINST 5300.30 (series). The procedures outlined herein ensure HIV positive personnel fill valid billets to the maximum extent feasible, as well as protect the individual's confidentiality. HIV positive personnel may elect voluntary separation under the guidelines outlined in SECNAVINST 5300.30 (series).

2. The confidentiality of personnel who test positive for HIV is absolutely essential. 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." Discussions regarding HIV positive personnel will be limited to the HIV positive member and personnel within NPC that have identified a "need to know" in order to perform their duty (e.g., N-1300 personnel, PERS-4 personnel). Strict compliance with the provisions of the Privacy Act is required in accordance with SECNAVINST 5211.5 (series).

3. Assignment Guidelines

a. HIV positive members who are found "fit for duty" should be assigned to large CONUS shore facilities within 300 miles (or one 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 Jacksonville | NAVHOSP Orlando | NAVHOSP Great Lakes |
| NAVHOSP Camp Lejuene | NAVHOSP Charleston | NAVHOSP Corpus Christi |
| NAVHOSP Millington | NAVHOSP Newport | NAVHOSP Beaufort |
| NAVHOSP Oakland | NAVHOSP Pensacola | NAVHOSP Groton |
| NAVCLINIC Philadelphia | | |

b. Blanket restrictions cannot be imposed on HIV positive personnel. Any duty restrictions must be made on a case basis. Proposed policy restrictions as a group must be coordinated with N-13 and in accordance with SECNAVINST 5300.30 (series), and provided to SECNAV 30 days prior to implementation. HIV positive personnel shall not be assigned to the following UICs due to possible worldwide deployability: 44939, 46662, 52839 and all DMEDS units.

4. Procedures for Assignment of HIV Positive Personnel. 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 N-1300 approval.

a. Based on fitness for duty information provided by BUMED (MED 3B412), 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. Orders will be written in accordance with the procedures outlined in the memorandum. These memoranda will only be provided for personnel who have been diagnosed as HIV positive for the first time. In the case of personnel who have already been identified as HIV positive, issued orders and are now approaching PRD, the assignment officer is responsible for liaison with N-1300.

b. The assignment officer has three working days to make an assignment and write orders or make PRD adjustments, as appropriate. For initial assignments, assignment officers will notify N-1300 of an HIV positive assignment action by return endorsement of the availability memorandum. Assignments will take into consideration the billets authorized (BA) at the command. 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. N-1300 will disapprove an assignment if the number of HIV positive personnel assigned to a command exceeds 5% of the command's total BA. 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. Questions regarding assignments should be referred to N-130D03C.

c. Officers will have their PRDs set in accordance with normal pipeline requirements.

d. Guidance on redesignation and retention or separation of HIV positive officers is contained in chapter 9 of this manual.

5. Administrative Support and Reporting Requirements

a. 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. N-130D03C will notify commanding officers of assignment of HIV positive personnel via "Personal for" correspondence. Command inquiries regarding HIV positive personnel should be referred to N-1300 for coordination of response.

b. PERS-455D will provide query support from the Officer Master Record and associated systems, as needed, and provide 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. PERS-4 divisions will assist N-1300, as required, to fulfill the requirements of the HIV Program in compliance with established policy, as set forth by N-13.

## 5.40 HUMANITARIAN REASSIGNMENTS

The humanitarian aspects of all requests for change of duty and assignment to a particular station are to be given consideration, but the final determination must be made on the basis of billet requirements and the professional qualifications of the officer concerned. Normally a hardship which persists longer than a normal tour of shore duty must be considered permanent. Since active duty personnel must be prepared for deployment at any

time, members with permanent hardships should be advised to evaluate their active duty status. Members whose request for transfer at government expense cannot be approved, may request an assignment on permissive orders. Such requests, with substantiating documents, should indicate expected period of hardship, whether the transfer will alleviate the hardship, whether the duty station is within commuting distance of the place where the hardship exists, and that the member agrees to bear all expenses involved.

1. General Information. Emergency leave frequently provides sufficient time to alleviate hardships confronting Navy families. However, when an individual requires more time than leave can provide and has a chance of resolving the hardship within a reasonable time frame, reassignment for humanitarian reasons may be requested.

a. Commanding officers should establish an internal screening process to determine whether a request for humanitarian assignment is warranted. This screening process, tailored to the individual command's size, should include members such as chaplains, doctors and senior officers to evaluate the case, provide command assistance and recommend required action. If a request is warranted, the preparation of the request must be screened for clarity, accuracy and comprehensiveness to prevent unnecessary delays in administrative processing.

b. The cognizant division director within PERS 4 will determine final disposition of all humanitarian assignment requests received by NPC. All cases are reviewed by a board consisting of senior officers and are considered on an individual basis. The final determination is based solely on the information/documentation submitted. Approval of any request will not preclude the requirement for normal tour length waiver processing through administrative channels, if applicable. A request for reassignment will not be disapproved because an officer is needed in assigned duties.

2. Basic Criteria for Determining Humanitarian/Hardship Situations. The hardship must meet the following criteria:

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

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

c. The problem affects the officer's immediate family. Immediate family is defined as spouse, son, daughter, stepchild (if the stepchild is in fact dependent upon the member), parent, brother, sister, stepparent or other person acting in loco parentis for a period of five years before the officer became 21 years of age, or any bona fide dependent to the officer. In-laws are not considered members of the immediate family solely by virtue of their relationship as in-laws.

d. There are no other family members or relatives who are capable of providing necessary assistance.

e. The officer has made every reasonable effort to alleviate the hardship and cannot alleviate the hardship through the use of leave (including emergency leave if the officer is overseas), correspondence, power of attorney, etc.

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

g. The hardship is resolvable within six months.

3. Special Considerations. These circumstances (not a conclusive listing), involving members of the officer's family, normally warrant special consideration when it is established that the officer's presence is essential to alleviate the problem and it is solvable within a reasonable time frame:

a. Death of officer's spouse or child.

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

c. Severe illness (physical or mental), as a result of which the affected person has been hospitalized or is scheduled to be hospitalized.

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

a. For financial or business reasons (including the operation of family business).

b. For indebtedness.

c. For personal convenience.

d. For the purpose of attending to or assisting in-laws or other persons not identified as immediate family.

e. For the purpose of children in school (exception is made to children requiring specialized education).

f. For part-time employment of officer/employment of spouse.

g. Because of the officer's physical or mental condition.

5. Assignment Flexibility to aid Officers with Humanitarian Problems

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

(1) Officers Serving on Sea Duty

(a) If an officer is within six months of sea tour completion, early assignment to shore duty at the duty station requested will be considered. If there is no billet in the area desired, the individual may be reassigned in excess of billet requirements for a reasonable period of time to Temporary Duty Humanitarian Assignment (TD HUMS). Upon completion of TD HUMS, the individual will normally be reassigned for shore duty to another activity where an authorized billet is available.

(b) An officer who has more than six months remaining on a sea tour may be reassigned TD HUMS at the desired location in excess of billet requirements for a reasonable time. Upon completion of TD HUMS, reassignment will be either to a sea or shore duty activity. The type of reassignment will

be based on the amount of time the individual has remaining on the sea tour.

(2) Officers Serving on Shore Duty

(a) If within six months of PRD, the individual may be reassigned TD HUMS to the desired location in excess of billet requirements for a reasonable amount of time. Upon completion of TD HUMS, the individual will normally be reassigned to a sea duty activity.

(b) If more than six months from PRD, the officer may be reassigned to the desired location for completion of tour if an available billet exists for his/her rank, designator, etc. If no billets exist, member may be assigned TD HUMS in excess of billet requirements for a reasonable time. Upon completion of TD HUMS, the individual will normally be reassigned to another shore duty activity in an authorized billet, if sufficient time remains on his/her original PRD.

b. Medium Period Humanitarian Reassignment. When there is evidence to indicate that a severe hardship will exist longer than twelve months, authorization of a cost transfer in approved cases will be dependent upon qualifications outlined in paragraph 5.45.9.b.

(1) Officers Serving on Sea Duty

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

(b) If more than six months is remaining on a sea tour, consideration may be given for assignment to a special tour for humanitarian reasons. An authorized billet must exist in the area desired. Assignment will be approved only when evidence indicates the hardship can be resolved in a reasonable period of time. Upon completion of the special tour, the individual will be reassigned to either a sea or shore duty activity. The decision will be based on the amount of time the individual has remaining on the sea tour.

(2) Officers Serving on Shore Duty

(a) Consideration may be given for extension beyond the normal tour at the present duty station. Extensions will not normally exceed six months.

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

c. Indefinite Hardship. The officer should consider requesting resignation, release from active duty or retirement (if eligible) as appropriate (see Chapter 10) when there is evidence that a severe hardship cannot be resolved within a reasonable period of time, such as a year or more, or the demands of the hardship situation will not permit the individual to perform his/her duties in a proficient manner.

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

reassignment.

6. Procedures for Urgent Hardship Cases

a. Emergency Leave. Emergency leave will normally be authorized for all hardship cases of an urgent nature. When granting emergency leave, especially from overseas, commanding officers should ensure officers are aware of the contents of this article and that, in the event they subsequently desire to request humanitarian reassignment, they may contact any Naval activity in the area of their leave address in accordance with the provisions of article 5.45.6.c.

b. Message Requests. Message requests are discouraged as they generally do not contain sufficient information for proper evaluation and determination. Normally, the immediate urgency will be satisfied by granting emergency leave, with instructions to submit a letter request from the officer via the Naval activity nearest the officer's leave address. Commands should review JFTR, Volume 1, Chapter 7, Part H and Chapter 5, Part C, where applicable, in conjunction with emergency leave.

c. Submission of Requests While in a Leave Status. Requests will be submitted to appropriate assignment officers via the commanding officer of any Naval activity in the vicinity of the officer's leave address. Information copies (less enclosures) will be submitted to the individual's commanding officer. The commanding officer of the officer's parent command is encouraged to endorse a request (message endorsements are acceptable).

(1) If the amount of leave granted is insufficient to enable submission of a request for humanitarian reassignment, the assisting activity should direct a request for extension of leave to the officer's parent command or, in applicable cases, to the next intermediate reporting station as directed in the individual's leave authorization or transfer order. DO NOT request leave extensions from NPC.

(2) When a bona fide emergency hardship exists which meets the criteria for reassignment and insufficient time remains to request extension of leave, or further leave would cause the officer to be in excess of leave (more than 30 days or in excess of that which could be earned in his/her remaining obligated service), the assisting command will send a message to the officer's parent command with a brief, meaningful explanation of the hardship and state "unless otherwise directed, the officer will be retained on board 15 days in a no-cost Temporary Additional Duty (TEMADD) status pending decision of NPC." Give effective time and date of retention. Final determination of an officer's retention at an assisting command rests with the officer's commanding officer at the permanent duty station.

(3) If retention is authorized, the officer will be issued TEMADD orders or an endorsement of present orders which will include the statement above concerning no-cost. TEMADD will not exceed 15 days. Every effort will be made to ensure the request is prepared and forwarded in a timely manner. Final disposition will be attempted on each case prior to expiration of leave/departure from leave address or detachment from TEMADD. If the officer does not have service, health and dental records in his/her possession, DO NOT request these from the parent command prior to receiving disposition of the request. Arrangements may be made to have the officer's checks mailed to the leave address.

(4) In the case of a disapproved request, the officer will be detached in a leave status within three working days to return to the parent

command or to report to the new duty station. If immediate detachment is not possible (e.g., port calls), all concerned should be notified by message of the reason why the officer is not being detached.

(5) This article is not authorization for a commanding officer to issue TEMADD or Temporary Duty (TEMDU) orders to an officer for the purpose of proceeding to the area of a hardship and gathering documentation for submitting a request. The officer must use leave for that purpose.

7. Submission of Requests. Requests for humanitarian reassignment from all officers will be addressed to the cognizant assignment division within NPC (PERS-4). Required information and formats for requests and endorsements are provided in Figures 5-8 and 5-9. When service records are not available, necessary information should be obtained by interviewing the officer involved. The endorsement should reflect this. Requests which are incomplete or contain insufficient information on which to base a decision will be returned for proper submission.

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

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

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

(3) Statements from one or more responsible citizens who have personal knowledge of the situation.

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

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

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

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

(5) If the request is based upon a physically or mentally handicapped dependent, the sponsor will be counseled to consult with the local Health Benefit Counselor (HBC) at the nearest Naval medical center (or medical

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

(6) Where applicable, statements are to be forwarded from social workers who have investigated the home situation. If necessary and appropriate, commands should initiate such investigations through the local Health Welfare Agency or the American Red Cross.

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

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

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

b. Contents of the Basic Letter Request. The basic request will be submitted in Naval letter format and contain the information and enclosures indicated in Figure 5-8. Paragraph and subparagraph headings will be included in all cases. If information is not available or not applicable, indicate so under the appropriate heading. If the officer is in a leave status and the service record is not available, copies, for the purpose of submission, will be completed by interviewing the officer concerned and a notation made to this effect.

c. Commanding Officer's Endorsement. The commanding officer's endorsement will be submitted in the format indicated in Figure 5-9 and must contain the information indicated.

8. Request for Reconsideration. If the officer desires reconsideration of a disapproved request, a formal letter request from the officer, with command endorsement and additional substantiating documentation is required. Disapproved requests will be on file in the appropriate assignment branch for a period of 6 months. Reconsideration requests need not contain documents submitted with original request if the 6 month period has not passed. If over 6 months has passed, the request for reconsideration must contain a copy of original request as an enclosure.

9. Assignment Procedures

a. No-Cost Orders. Officers who receive reassignment on a PCS basis under the provisions of this article, but do not qualify for directive travel orders, will be issued no-cost travel authorizations. Since assignment to TD HUMS is at the officer's request and is for his/her own convenience, travel authorizations to TD HUMS are on a permissive (no-cost to the government) basis. The following applies to the issuance of TD HUMS orders:

(1) No dislocation allowance is authorized.

(2) Dependent travel will be at the officer's expense, not

subject to reimbursement.

(3) Travel authorizations will not authorize the officer to ship household goods at government expense.

(4) Transfers must be effected during a period of leave and no proceed or travel time is authorized.

(5) Officers serving on TD HUMS will not be authorized per diem at their TEMDU stations.

(6) All travel authorizations for TD HUMS will contain the following statement:

"THIS PERMISSIVE TRAVEL ORDER IS ISSUED WITH THE UNDERSTANDING THAT YOU WILL NOT BE ENTITLED TO REIMBURSEMENT FOR TRANSPORTATION, PER DIEM, OR MISCELLANEOUS EXPENSES IN CONNECTION WITH EXECUTION. IF YOU DO NOT DESIRE TO BEAR THESE EXPENSES PERSONALLY, YOU MAY CHOOSE NOT TO EXECUTE THIS PERMISSIVE TRAVEL ORDER AND IT WILL BE CONSIDERED CANCELED."

b. Directive (Cost) Orders. Directive (cost) orders will be issued when an officer is being permanently reassigned and the following conditions are met:

(1) The officer is being assigned to a vacant billet requiring his/her rank and designator.

(2) The officer has been assigned at his/her current duty station one year or more.

10. Extension of TD HUMS. Requests for extension of TD HUMS will be granted on a case basis. Requests must be submitted at least one month prior to expiration of current TD HUMS assignment and will utilize the same format prescribed above. They will be forwarded by the command to which the officer is attached for TD HUMS directly to whomever made the original assignment. It is essential that included substantiation be current. An availability report will be enclosed with extension request.

11. Special Instructions for Administration of Officers on TD HUMS

a. Entering on Activity Diary. Activities receiving officers on board for TD HUMS will enter them immediately on the personnel diary in accordance with the Diary Message Reporting System Users' Manual (DMRSMAN), in a TEMDU status.

b. Reporting When Hardship is Alleviated or Ceases to Exist Prior to Expiration of TEMDU. When the hardship ceases to exist or has been alleviated before completion of the period of TEMDU assigned, the activity to which the officer is assigned for TD HUMS will promptly submit an availability report to the placement officer which originally assigned the member to TD HUMS.

c. Officers who desire to remain on active duty will forward their requests to the appropriate assignment officer via their commanding officers, six weeks prior to completion of the assignment. Unless the hardship which generated the TD HUMS has been alleviated or has ceased to exist, retention on active duty will normally not be authorized.

d. Reassignment of Officers at Expiration of TD HUMS. Officers on TD

HUMS will be considered for reassignment approximately one month prior to the scheduled completion of their temporary assignments. Six weeks prior to the officer's PRD, activities having such officers on board will interview the officer to determine if the hardship has been resolved before submitting an availability message to the placement officer who assigned the TD HUMS.

## 5.41 EXCEPTIONAL FAMILY MEMBER PROGRAM (EFM) ASSIGNMENTS

If an individual has an authorized family member residing with the sponsor who has a physical, intellectual or emotional handicap requiring special medical or educational services, enrollment in the Exceptional Family Member (EFM) Program is mandatory and ensures availability of required medical and educational services within the next assignment area. Refer to OPNAVINST 1754.2 (series) for detailed information about this program.

1. NPC (PERS-662D8) is the Navy's EFM Program Manager. The function of the Program Manager is to coordinate and confirm availability of special educational and/or medical requirements for EFMs overseas before officers transfer OUTUS or to isolated sites in CONUS. All assignments (both overseas and CONUS) of members enrolled in the EFM will be coordinated through PERS-662D8. Overseas assignments require NPC approval via the EFM Assignment Form in Figure 5-10.

2. Upon enrollment in the EFM Program, the sponsor's detailing record is annotated, and the member notified by letter via his/her commanding officer. Enrolling at least 9 months before PRD provides the member's assignment officer sufficient time to consider EFM special needs during the assignment process. Assignment officers will fully consider location and timing of assignments for sponsors of EFMs, as well as the EFM enrollment categories described in OPNAVINST 1754.2 (series). Maximum consideration will be given to collocating sponsors with their families.

3. If an EFM is identified during the overseas/isolated duty screening process, the sponsor's command will notify NPC (PERS-4, appropriate detailer and PERS-662) by message and request the orders be held in abeyance, pending completion of the EFM screening and enrollment process.

4. Personnel already overseas when the EFM is identified will be handled expediently. To implement any option other than return of the member and dependents will require CNPC approval. Submission of an EFM Assignment Form will be required.

5. The following catagories are assigned to sponsers and reflect limitations to specific assignment locations. Because there are situations that may not explicitly fit into one particular category, “gray area” decisions will be made by the EFM Program Manager on a case by case basis.

a. Level 1 - No Assignment Restriction - Special needs require enrollment and monitoring, but do not preclude overseas/isolated assignments. Resources to meet identified needs are prevalent.

b. Level 2 - Pinpoint - Special needs require assignment to compatible geographic areas, pinpointing assignments in CONUS as well as OCONUS. The family must successfully complete overseas screening.

c. Level 3 - Normally No Overseas - Special needs preclude assignment of sponsor and family members to overseas or remote locations based on non-availability of medical and/or educational services. Exceptions to policy are based on overseas screening approval.

d. Level 4 - Major Medical Area - Special needs require assignment within major medical facility/educational areas. Representative areas include: Bremerton, Groton, Gulfport, Hawaii, Jacksonville, Millington/Memphis, Newport, Norfolk, Pensacola, San Diego, and Washington, D.C. Assignment locations are reviewed on a case by case basis.

e. Level 5 - Voluntary Homesteading - Special needs require assignment to one location that permits multiple tours and provides high caliber medical, educational, state and community services. Areas include: Bremerton, Jacksonville, Norfolk, San Diego, Washington, D.C. and for TARs, New Orleans. Other locations will be reviewed on a case by case basis.

f. Level 6 - Temporary Enrollment - Special needs require a stable environment for six months to no more than one year for ongoing treatment or diagnostic assessments.

6. Assignment procedures. The EFM Program does not preclude service members from sea duty, normal sea/shore rotation or accepting unaccompanied tours.

Will not be involuntarily assigned overseas without PERS-4 approval.

7. Voluntary Overseas/Remote Area Assignment.

a. When EFM sponsors elect to serve an accompanied tour to an overseas or remote are where services required for the EFM are available, that availability shall be certified by the EFM Program Manager (PERS-662D8) as projected to be available for the duration of the members tour.

b. EFM sponsors may elect to serve unaccompanied tours. In all cases, the transferring commanding officer must review the decision with the sponsor to ensure that the separation will not create an undue hardship on the family that could result in the early return of the sponsor. Sponsors electing to serve unaccompanied tours will not be eligible for command sponsorship of their family members at a later date.

8. Failed Overseas/Remote Location Screening Waiver Procedures. Assignment of sponsors to an overseas/remote location whose family member subsequently fails overseas/remote location screening due to an EFM condition, shall automatically be reviewed by PERS-4 as an involuntary assignment.

9. Order Writing Procedures.

a. All EFM sponsor orders will have the following P-text included:

P-text P61144 - Receiving command: Service member enrolled in Exceptional Family Member Program. Ensure sponsor is directed to Family Service Center for community resource assistance as needed. For medical assistance and enrollment updates, ensure sponsor is directed to medical facility EFM coordinator.

b. In addition to above, those EFM sponsors with orders for overseas assignment will have the following P-text included:

P-text P01144 - Detaching command: Service member enrolled in EFM Program. Screen member in accordance with prevailing isolated/overseas screening requirements. Include message to

receiving medical facility addressing medical/special education needs of family members. Screen all family members regardless of tour election. Ensure completion of all screening requirements before effecting the transfer of the service member.

5.42 ASSIGNMENT OF OFFICERS TO TRAINING INSTRUCTOR DUTY

Officers assigned to a training instructor billets (i.e. Boost, 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.

5.43 NAVAL INSPECTOR GENERAL ASSIGNMENTS TO STAFFS OF MAJOR COMMANDS

1. Placement officers, for those commands listed in figure 5-12, will provide NAVINSGEN an Officer Data Card (ODC) for prospective nominees for IG positions. NAVINSGEN will then conduct a check of their investigative files and systems of records. NAVINSGEN has the authority to disapprove any prospective Command IG candidate regardless of the reason.

5.44 NAVY HEADQUARTERS/STAFF LEVEL EQUAL OPPORTUNITY BILLETS

1. The following billet assignments require completion of Department of Defense Equal Opportunity Management Institute (DEOMI) Training, Equal Opportunity Program Management (DD-1512-0003), "preferably enroute to their assignment, but no more than six months after reporting":

CNO STAFF: N00E, N1J, N13W1, N13WW1.
CNET: EQUAL OPPORTUNITY PROGRAM MANAGER
NPC: PERS-61, 612, 613, 00J1, 00J2, 00J3, 00W.

Contact PERS-61 for quota assignment at COMM: (901) 874-4285/4274 or DSN 882-4285/4274.

FIGURE 5-1

STANDARDIZED FORMAT FOR CAPTAIN NOMINATIONS (OUTSIDE NAVY)

(Outside Navy Activity Nomination Format)

DEPARTMENT OF DEFENSE
BUREAU OF NAVAL PERSONNEL
WASHINGTON, DC 20370

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.

(OUTSIDE NAVY NOMINATION FORM)

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:

Figure 5-2

NOMINATION OF OFFICERS FOR JOINT DUTY

Date

MEMORANDUM FOR ROUTING

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-OOB:
Date: _____ Recommendation: _____ PERS-OO:

Return to PERS-44 Upon Completion

FIGURE 5-3

JOINT DUTY ASSIGNMENT SHEET

ACTIVITY:
JD1/JD2 BILLET TITLE:
NOMINEE:

| | M: MANDATORY<br>D: DESIRED<br>NA: NOT APPLICABLE | REQUIREMENT<br>M/D/NA | REMARKS |
|---|---|---|---|
| PLACEMENT | SENIOR SVC COLLEGE | | |
| | INTERMEDIATE SERVICE COLLEGE | | |
| | PREVIOUS JOINT EXPERIENCE | | |
| | SERVICE DEPARTMENT STAFF EXPERIENCE | | |
| | GRAD EDUCATION (P-CODE) | | |
| | BY NAME CALL/ REPORT DATE | | |
| | OTHER MILITARY/ PROFESSIONAL REQS | | |
| ASSIGNMENT | PROMOTION STATUS/ YEAR GROUP | | |
| | WILL BE IN ZONE FOR NEXT GRADE WHILE ON JOINT DUTY: YES/NO | | |
| | RECORD BRIEF | | |
| | COMMAND SCREENED: YES/NO | | |

FIGURE 5-4

DESIGNATED HIGH-RISK BILLETS

LANTFLT:

Commander in Chief, U.S. Atlantic Fleet (CINCLANTFLT)
Deputy and Chief of Staff, CINCLANTFLT
Commander Submarine Force, U.S. Atlantic Fleet (COMSUBLANT)
Chief of Staff, COMSUBLANT
Commander Naval Surface Force, U.S. Atlantic Fleet (COMNAVSURFLANT)
Chief of Staff, COMNAVSURFLANT
Commander Naval Air Force, U.S. Atlantic Fleet (COMNAVAIRLANT)
Chief of Staff, COMNAVAIRLANT
Commander, Second Fleet (COMSECONDFLT)
Chief of Staff, COMSECONDFLT
Commander Training Command, U.S. Atlantic Fleet
Commander, Fleet Air, Caribbean (COMFAIRCARIB)
Chief of Staff, COMFAIRCARIB
Commander, Submarine Group EIGHT (COMSUBGRU 8)
Chief of Staff, COMSUBGRU 8
Commander, Submarine Squadron TWENTY TWO (COMSUBRON 22)
Chief of Staff, COMSUBRON 22
Commanding Officer, Naval Base Guantanamo Bay
Commanding Officer, Naval Station Panama Canal
Commanding Officer, Naval Station Roosevelt Roads
Commanding Officer, Naval Security Group Activity Sabana Seca
Commanding Officer, USS ORION (AS 18)
Commanding Officer, USS SIMON LAKE (AS 33)
Commanding Officer, Naval Marine Intelligence Center
Commanding Officer, Naval Small Craft Instruction Activity
Commanding Officer, Tactical Training Group, Atlantic

PACFLT:

Commander in Chief, U.S. Pacific Fleet (CINCPACFLT)
Aide to CINCPACFLT
Commander Naval Forces Korea
Commander Seventh Fleet

NAVEUR:

Commander in Chief, U.S. Naval Forces, Europe (CINCUSNAVEUR)
Deputy, (CINCUSNAVEUR)
Chief of Staff, (CINCUSNAVEUR)
Commander, Sixth Fleet
Commander, Fleet Air Mediterranean
Commanding Officer, Naval Support Activity Souda Bay
Commanding Officer, Naval Support Activity Naples
Commanding Officer, Naval Air Station Sigonella
Commanding Officer, Naval Support Activity Rota
Commanding Officer, Naval Computer and Telecommunications Area Master Station
Commander, Task Force SIX THREE

FIGURE 5-5

DEPARTMENT HEAD SEQUENCING PLAN

| SHIP CLASS | FIRST TOUR | SECOND TOUR |
|---|---|---|
| AGF | ENG* | OPS/1ST |
| AOE-1 | OPS/1ST* | ENG* |
| AOE-6 | OPS/1ST* | ENG* |
| CG-47 | WCO** | OPS/CSO/ENG |
| - - - - | - - - - - - - - - - - - | - - - - - - - - - - - - - - - - |
| DD-963 | ENG/CSO/OPS | |
| DDG-51 | OPS/WCO/ENG | CSO |
| FFG-7 | OPS/ENG/CSO | |
| LCC | ENG* | OPS/1ST |
| - - - - | - - - - - - - - - - - - | - - - - - - - - - - - - - - - - |
| LHA/D | MPA* | 1ST/CIC/CSO |
| LPD | | OPS/ENG*/1ST* |
| MCS | ENG* | CIC/1ST |
| LSD-36 | OPS/ENG*/1ST | |
| - - - - | - - - - - - - - - - - - | - - - - - - - - - - - - - - - - |
| LSD-41/49 | OPS/1ST | ENG |
| LST | OPS/1ST | ENG |
| MCM | ENG*** | XO |
| MHC | ENG*** | XO |
| - - - - | - - - - - - - - - - - - | - - - - - - - - - - - - - - - - |
| PC | | CO |
| DESRON | | OPS/MTL/CSO |
| PHIBRON | | OPS/MTL |
| PEB | | XMR |

* LDO billets.
** WCO fleets up to CSO on same ship.
*** FDNF ships.

ABBREVIATIONS:

| | |
|---|---|
| OPS | Operations Officer |
| CSO | Combat Systems Officer |
| ENG | Engineer Officer |
| WCO | Weapons Control Officer |
| 1ST | First Lieutenant |
| MTL | Material Officer |
| MPA | Main Propulsion Assistant |
| CIC | Combat Information Center Officer |
| XMR | Examiner |

FIGURE 5-6

DIVISION OFFICER SEQUENCING PLAN

| CLASS/COMMAND | NUMBER OF 2ND TOUR DIVOs |
|---|---|
| BEACH MASTER UNIT 1 | 5 |
| BEACH MASTER UNIT 2 | 5 |
| ACU 1 | 4 |
| ACU 2 | 4 |
| ACU 4 | 11 |
| ACU5 | 13 |
| SBU 12 | 8 |
| PEBPAC | 7 |
| APSLANT | 5 |
| APSPAC | 5 |
| SBU 20 | 6 |
| NGLO | 36 |
| MPSRON | 2 |
| MPSRON 2 | 3 |
| MPSRON 3 | 2 |
| MCMRON | 2 EA |
| TACPHIBRON | 3 EA |
| COMPHIBGRU | 1 EA |
| DESRON | 2 EA |
| WHEG | 1 |
| SHIPS | |
| AGF | 2 |
| CV | 17 |
| CVN | 11 |
| PC | 2 |
| AOE 1 | 2 |
| AOE 6 | 2 |
| TAO | 1 |
| TAFS | 1 |
| TAE | 1 |
| LCC | 3 |
| LHA | 2 |
| LHD | 2 |
| LPD | 4 |
| LSD 36 | 3 |
| LSD 41 | 3 |
| LST | 3 |
| MCM | 2 |
| MHC | 2 |
| CG 47 | 4 |
| DIVISION OFFICER SEQUENCING PLAN | |
| DDG 51 | 3 |
| DD 963 | 4 |
| FFG 7 | 4 |

FIGURE 5-7

MINORITY SELECTEE BRIEFING FORM

BOARD:

NAME:

RANK: _____

YEAR GROUP: _____

RACE/ETHNIC GROUP:

_____

PRESENT DUTY STATION:
BILLET: _____

PRD:

PAST CAREER HISTORY:
(LIST ALL PREVIOUS DUTY STATIONS/BILLETS)

_____/

_____/

_____/

_____/

_____/

_____/

FUTURE CAREER PLAN (FOR FOLLOWING 4 YEARS)

SUBSEQUENT BOARD: _____ DATE:

NEXT PROBABLE ASSIGNMENT:

EDA: _____ EDD:

NEXT PROBABLE ASSIGNMENT:

EDA: _____ EDD:

COMMENTS:

FIGURE 5-8

BASIC LETTER FOR HUMANITARIAN REASSIGNMENT/EXTENSION REQUEST

From:
To: Bureau of Naval Personnel (PERS-4)
Via: CO,

Subj: REQUEST FOR REASSIGNMENT/EXTENSION FOR HUMANITARIAN REASONS

Ref: (a) Officer Transfer Manual, Chapter 5

Encl: (1) Copy of Dependency Application/Record of Emergency Data (NAVPERS 1070/602)
(2) Copy of Transfer Orders (if officer is presently under orders)
(3) Complete Copies with all Enclosures of any Previous Requests Submitted for Humanitarian Reassignment or Hardship Discharge

(List all letters/documents as individual enclosures. See article 5.45.7.a. for required enclosures.)

1. Request. I request to be assigned/extended in the area of ( ) for (TD HUMS/normal tour of shore duty/special shore tour/inter/intra-fleet transfer/completion of tour/extension of tour) for the reasons indicated below. Enclosures (1) through (_) are submitted in support of my request.

a. Description of hardship. (A complete and meaningful description of the hardship, without reference to enclosures, which ensures that all information addees are adequately advised of the existing hardship.)

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

c. How officer expects to alleviate or resolve the hardship if request is approved. (A brief statement outlining how reassignment of the officer will either alleviate or resolve the hardship/humanitarian problem.)

2. Necessary information to facilitate decision.

a. Names, addresses and ages of the officer and dependents.

b. Names, addresses and ages of all other immediate family members (parents, brothers and sisters are to be listed regardless of location).

c. Location of household goods and rough estimate of total weight.

d. Attending physician's name, area code and telephone number.

e. Dates of any previous requests for reassignment for humanitarian reasons and/or release from active duty or resignation for humanitarian

reasons.

f. "I understand that if my request for TD HUMS is granted, my assignment will be effected at no cost to the government and I am aware of the restrictions stated in article 5.45.9.a. of the Officer Transfer Manual."

g. Hardship discharge statement. "Having been briefed on the contents of MILPERSMAN 1920-200, I desire/do not desire release from active duty/resignation/retirement should this request for reassignment/extension for humanitarian reasons be denied." (If officer has sufficient military service that would allow retirement, or is within six months of eligibility for retirement, include statement: "I desire/do not desire consideration for retirement should this request for reassignment/extension be denied." Include application for retirement as an enclosure if officer desires consideration.)

h. Location of records and personal effects.

i. Telephone number where officer can be contacted.

3. PRIVACY ACT STATEMENT.

The authority to request this information is derived from 5 USC 301, and Departmental Regulations. The purpose of this request is to request discharge due to dependency or hardship reasons. The information is used to determine approval or disapproval for the requested status. The application is completely voluntary; however, failure to provide the required information will result in an inability to process the request and the member will not be able to receive the requested status.

Officer's signature

Copy to: (CO, if request submitted while in a leave or TEMADD status.)

FIGURE 5-9

CO'S ENDORSEMENT OF HUMANITARIAN REASSIGNMENT/EXTENSION REQUEST

FIRST ENDORSEMENT on (Basic Letter - completely identified)

From: Commanding Officer,
To: Bureau of Naval Personnel (PERS-4)

Subj: REQUEST FOR REASSIGNMENT/EXTENSION FOR HUMANITARIAN REASONS

1. CO's recommendation. (A definite recommendation (i.e., approval, disapproval, for consideration, etc.). If in the CO's opinion, assignment to TD HUMS and/or assignment for humanitarian reasons is not the answer to the problem, a recommendation as to the proper course of action should be provided. The officer's performance of duty should not be the basis for recommending approval/disapproval nor is that factor considered by the board.)

2. CO's synopsis, assistance provided thus far, and other pertinent information. (A brief synopsis of officer's case and any new information not contained in the officer's request which was obtained from the CO's personal interview or other contact. Include a statement as to what assistance has been provided by the command and local Navy and civilian agencies (i.e., clergy, social workers, HBC, Navy Wives Club, Navy Relief, American Red Cross, etc.). Ensure that these agencies, when appropriate, have been contacted to give assistance. Additionally, provide information if the officer has required previous special consideration/leave, etc., due to this problem or similar circumstances.)

3. Officer's disciplinary status or pending disciplinary action. (Cases of officers awaiting disciplinary action will be held in abeyance by PERS-4 until disciplinary action has been resolved.)

4. Officer's current duty status (i.e., on board for duty, on board in a leave status, on board for further assignment or for further transfer, etc.)

5. Miscellaneous personal data. (If service record is not available, obtain data by interviewing officer involved and so indicate in this paragraph.)

a. Permanent duty station and date officer reported on board, date officer reported aboard assisting command or terminated leave (if applicable). Activity long title and UIC of assisting command (if applicable).

b. ADSD:

c. PRD:

d. Leave data: (If on leave, give date leave commenced and date, time and place of expiration, estimated time and date of departure from leave address in order to comply with leave orders, leave address, area code and telephone number where officer may be reached, whether or not leave extension has been requested, and status of request. If officer is not on leave, but granting leave is anticipated, include the above data. Additionally, provide

a statement of current leave balance.)

e. Homeport or permanent duty station of ship or unit:

f. Activity data: (If applicable, provide dates of forthcoming deployments or completion of deployments, changes in homeports, etc.)

g. Separation activities: (Whether or not the command assisting in the submission of the request has facilities to effect separation of the officer and if not, the nearest separation activity.)

h. Financial statement: (If applicant desires consideration for hardship discharge, include a breakdown of earnings and withholdings from current pay record.)

i. Point of Contact. (Name and telephone number, commercial with area code and DSN.)

FIGURE 5-10

EXCEPTIONAL FAMILY MEMBER (EFM) ASSIGNMENT FORM

NAME/RANK/SSN/DESIG
EFM ISSUE: (Describe the nature of the EFM's problem and type of services required.)

PROPOSED ASSIGNMENT:
COMMAND _____ UIC
DUTY STATION _____ HOMEPORT
REMARKS: (Bring out other issues concerning the assignment.)

ASSIGNMENT RECOMMEND APPROVE/DISAPPROVE ASSIGNMENT
(Address the merits of the assignment from an assignment perspective.)

ASSIGNMENT OFFICER BRANCH HEAD DIVISION DIRECTOR
PLACEMENT RECOMMEND APPROVE/DISAPPROVE ASSIGNMENT
(Address the merits of the assignment from a placement perspective.)

PLACEMENT OFFICER DIVISION DIRECTOR
T
PERS-662D8 * PERS-4
SERVICES ARE/ARE NOT AVAILABLE * RECOMMEND APPROVE/DISAPPROVE ASSIGNMENT
AT SNO'S PROPOSED DUTY STATION *
*
*
_____
PERS-662D8 R PERS-4

NPC

APPROVED: _____ DISAPPROVED:

NPC
(Information that cannot be included on the EFM Assignment Form will be included as tabs. Supporting documentation, such as message traffic or statements, will also be tabbed.)

FIGURE 5-11

FAIL OF SELECTION COUNSELING RECORD

| Officer Counseled: | Officer Providing Counseling: |
|---|---|
| Name/Rank: _____ | Name/Rank: |
| Designator: _____ | Designator: |
| SSN: _____ | SSN: |
| Command: _____ | Command: |
| Code: _____ | Code: |

Date Counseling Provided:

SYNOPSIS OF COUNSELING PROVIDED:

Figure 5-12

LIST OF MAJOR COMMANDS THAT REQUIRE NAVINSGEN SCREENING FOR NAVAL INSPECTOR GENERAL

AUDITOR GENERAL OF THE NAVY
CHIEF OF NAVAL RESEARCH
DIRECTOR, OFFICE OF CIVILIAN PERSONNEL MANAGEMENT
JUDGE ADVOCATE GENERAL OF THE NAVY
COMMANDER IN CHIEF, U.S. ATLANTIC FLEET
COMMANDER IN CHIEF, U.S. PACIFIC FLEET
COMMANDER IN CHIEF, U.S. NAVAL FORCES EUROPE
COMMANDER, U.S. NAVAL FORCES CENTRAL COMMAND
COMMANDER, NAVAL SPECIAL WARFARE COMMAND
COMMANDER, MILITARY SEALIFT COMMAND
COMMANDER, NAVAL RESERVE FORCE
SUPERINTENDENT, UNNITED STATES NAVAL ACADEMY
COMMANDER, NAVAL AIR SYSTEMS COMMAND
COMMANDER, NAVAL COMPUTER AND TELECOMMUNICATIONS COMMAND
COMMANDANT, NAVAL DISTRICT WASHINGTON
CHIEF OF NAVAL EDUCATION AND TRAINING
COMMANDER, NAVAL FACILITIES ENGINEERING COMMAND
COMMANDER, NAVAL INTELLIGENCE COMMAND
DIRECTOR, NAVAL CRIMINAL INVESTIGATIVE SERVICE
COMMANDER, NAVAL LEGAL SERVICE COMMAND
CHIEF, BUREAU OF MEDICINE AND SURGERY
COMMANDER, NAVAL OCEANOGRAPHY COMMAND
CHIEF OF NAVAL PERSONNEL
COMMANDER, NAVAL SEA SYSTEMS COMMAND
COMMANDER, NAVAL SECURITY GROUP COMMAND
COMMANDER, NAVAL SPACE COMMAND
COMMANDER, SPACE AND NAVAL WARFARE SYSTEMS COMMAND
DIRECTOR, STRATEGIC SYSTEMS PROGRAMS
COMMANDER, NAVAL SUPPLY SYSTEMS COMMAND

CHAPTER 6

COMMAND POLICIES AND PROCEDURES


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# CHAPTER 6

## COMMAND POLICIES AND PROCEDURES

### 6.0 DEFINITIONS RELATED TO COMMAND

1. 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 the Manual of Navy Officer Manpower and Personnel Classifications, Volume I (NAVPERS 15839I (series)):

* 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

2. 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:

* Designated Project Manager - 2160
* Major Project Manager - 2161
* Naval Attache - 9635

3. SCREENED COMMAND. A command to which only an officer selected by an appropriate Command Selection Board may be assigned. Those commands listed above with the single asterisk (*) are screened commands. In the context of command definitions, "screened" means "selected," not "looked at" for command. Officers screened for CDR command will be notified by official correspondence signed by NPC (PERS-4). Officers screened for CAPT command will be notified by official correspondence signed by the Commander Navy Personnel Command (CNPC). The double asterisk (**) above identifies screened commands for Fleet Support officers at the CDR level. Types of screened commands include:

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.

4. 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.

5. 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.

6. 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 the Manual of Navy Officer Manpower and Personnel Classification, Vol II (NAVPERS 15839I series).

## 6.1 SPECIFIC POLICIES RELATED TO COMMAND

1. ASSIGNMENT TO COMMAND. Any officer who is screened for command in grade will be assigned to command unless he or she 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. URL 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:

a. Following screening of officers for major command, the community distribution director prepares major command screen slates assigning screened officers to respective commands. The Surface and Aviation Division Directors (PERS-41 and PERS-43) consult and coordinate aviation officer major ship and amphibious sequential command slates. The purpose is to facilitate matching officer experience and qualifications with appropriate sea command type. After consultation with community flag leadership, the slates are submitted via PERS-4 to CNPC for approval.

b. Following screening of officers for CDR command, the community distribution director prepares CDR command screen slates assigning screened officers to respective commands. The CDR command slates are approved by PERS-4.

3. COMMAND TOUR LENGTHS. As a general rule, command tour lengths are 24-27 months for sea commands and three years for shore commands (24 months for Fleet Support CDR Command). Major shore command tours are for two years. Chapters 3 and 4 contain 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 an MHC, MCM, ARS, ATS or LCDR Command assignments in general, are considered to be equivalent to assignment as 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 be assigned to only one screened command in a given grade. Certain planned exceptions to this policy exist for the reason of maximizing fleet readiness. These exceptions, by grade, are as follows:

| | | |
|---|---|---|
| CAPT | All | Designated second sequential commands include: PHIBRONs, some TACDESRONs, Readiness Support |

Groups (RSGs), SURFGRUMED, LHA, CV, CVT, and CVNs. Normally, these are immediate follow-on tours to a major afloat command.

7. POLICY FOR TAR OFFICERS:

a. To ensure TAR community progression, the following procedures will be utilized for administrative boards and surface officer placement.

(1) All administrative boards that screen TAR officers will have TAR officer representation.

(2) The Surface Officer Distribution Division will alternately assign, to the maximum extent possible, TAR and USN Surface Warfare Officers to CO and XO billets on NRF ships; for example, CO-TAR, XO-USN then CO-USN, XO-TAR. This policy does not preclude assignment of TAR Surface Warfare Officers to USN ships as CO or XO.

b. TAR Pilots and NFS are screened for Naval Reserve Commander and Captain Command by boards specifically established for that purpose. However, TAR officers may be considered by all appropriate screening boards and compete on the basis of qualifications. Quotas will not be established for TARs in the screening process. However, boards will be briefed on the unique aspects of TAR career patterns. 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.

c. TAR pilots and NFS 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% of the time, i.e., no more than 1 year in every five.

(2) No more than 50% of RESFORONs in any one community will be commanded by active duty officers at any one time.

d. The number of active duty officers (TARS and USN) in command of RESFORONs at any one time will normally be 10% (5) with a maximum of 20% (9).

e. No more than 50% of RESFORON CO billets in any one community may be filled by active duty officers at any one time.

8. 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 five 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 5510.30 (series) paragraph 8-7 pertains."

9. Transfer of Command Reports. When orders are generated which order an officer to command of any Navy activity (shore and sea duty) the OPNAV AUK 00011 is to be included as an "info copy to." Passing instructions to CNO

(OP-09B4) are included in the opening free text portion of the orders.

## 6.2 COMMAND SCREEN BY RANK/DESIGNATOR

1. MAJOR COMMAND SCREEN (1110/1130/114X/11X7). Screen is by formal administrative board action. NPC (PERS-41) is the recorder for the board. Designated Flag Officers are members and membership changes with each board. MAJ CMD 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. Screening commences following selection to CAPT. A special “additional look” will be available upon constituent petition when it can be shown that the officer was somehow disadvantaged or the officer’s record unfairly considered during the normal selection process. Petition is made in writing to the selection board president, via PERS-41, to include or exclude the petitioner’s record from the board. Additional look selectees will count against the last normal look select quotas for the next junior year group.

(a) MAJOR COMMAND SCREEN (1700). Screen is by formal administrative board action. Pers-44 is the recorder for the board. Designated Flag Officers are members and membership changes with each board. Currently, the 1700 Community is capped at 12 Major Commands (all Shore).

2. CAPT COMMAND SCREEN (1310/1320). Screen is by formal administrative board action. NPC (PERS-43) is the recorder for the board. Designated Flag Officers are members and membership changes with each board.

3. CAPT COMMAND SCREEN (1120). Screen is by formal administrative board action. NPC (PERS-42) is the recorder for the board. Designated Flag Officers are members and membership changes with each board.

4. CDR COMMAND SCREEN (1110/1115/1117/113X/114X/6XXX). Screen is by formal board action. The board consists of three surface warfare Flag Officers, one of whom serves as senior member, and at least six CAPTs who have successfully completed their commander sea commands. For 111x, CDR CMD Selection opportunity is 45 to 55 percent with 10 percent of the year group quota selected on the first look, 40 percent on the second look, 30 percent on the third and 20 percent on the fourth look. Screening commences when eligible for CDR (2 year below zone). A special “additional look” will be available upon constituent petition when it can be shown that the officer was somehow disadvantaged or the officer’s record unfairly considered during the normal selection process. Petition is made in writing to the selection board president, via PERS-41, who will recommend to the board president to include or exclude the petitioner’s record from the board. Additional look selectees will count against the last normal look select quotas for the next junior year group.

5. CDR COMMAND and LCDR COMMAND SCREEN (113X). Screen is by formal board action. The Board consists of one special warfare Flag Officer, who serves as senior member, and ten Captains/Captains (sel) who have successfully completed their command sea tours. CDR CMD Selection opportunity is 50 percent through three looks and LCDR CMD Selection opportunity is 75 percent through three looks. Screening commences for CDR CMD when selected by Statutory board for Commander and LCDR CMD when selected by Statutory board or Lieutenant Commander. A special "additional look" will be available upon constituent petition when justified by exceptional circumstances.

6. INITIAL COMMAND SCREEN - CDR/LCDR (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. Representation will reflect as wide a distribution as feasible from these

communities, as well as one representative each from COMNAVAIRLANT, COMNAVAIRPAC and CNATRA. 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. Members may be the rank of CAPT or CAPT select. The senior member is an aviation Flag Officer. NPC (PERS-431) is the sponsor and senior recorder for the board.

b. Competitive grouping for selection is arranged by screen group within the individual operational communities. The initial opportunity for screening occurs the year prior to being in zone for promotion to CDR. Screen opportunity for a specific screen group continues for three years with the first and second years primarily for operational commands and the third and final year generally utilized for special mission commands. A screened XO in an aviation squadron normally fleets up to CO upon completion of a successful XO tour.

7. BONUS ELIGIBLE - CDR (13XX). The Aviation Command Screen Board is also responsible for selection of a bank of officers to fill Bonus Eligible billets (CVN/CV/LPH Executive Officer) and Second command-in-grade (TACAIR and Rotary Wing Fleet Replacement Squadrons). Eligibility begins after an officer has received a meaningful fitness report as a commanding officer and continues for three years or until selection for promotion to Captain.

8. CDR/LCDR (1120). 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 CNPC.

b. The board will consist of at least one 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. CNPC will establish the eligibility zones and provide a list of officers to be considered by the board. 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 nuclear powered submarines.

(2) Cleared for 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.

d. In addition, 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.

9. GENERAL SUBMARINE OFFICER (GSO) (1120)/LIMITED DUTY OFFICER (LDO) (62XX) (64XX). Officers are screened for assignment to SS and Auxiliary Repair Dock (ARD) commands in LCDR grade. SS and ARD commands are considered to be equivalent to command in the CDR grade.

10. ARD COMMAND. Screening of officers for command of ARDs will be

accomplished by board action, and is the responsibility of the Head, Submarine Nuclear Power Distribution Control Branch (PERS-42).

11. LCDR COMMAND SCREEN (111X, 114X)

a. LCDR. Screening is performed by the same formal administrative board utilized for LCDR screening (XO screening). The board consists of one Flag Officer and 9-13 post command CAPTs/CDRs. 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. Officers who screen successfully in their first/second look for XO are potential candidates for LCDR Command screening. Those officers who request (in writing) to be screened for LCDR Command will have their records reviewed.

(1) 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. For protection of SWO(N) officer’s screen opportunities that have been disadvantaged because of assignment demands, PERS-424 recommends to PERS-4, via 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. These officers' records will then be placed before the LCDR CO/XO screen board in accordance with normal procedures. NO officer's records will be withheld for more than two LCDR CO/XO screening boards.

b. LT CO AFLOAT SHIPS (111X). The following qualifications are required for screening and assignment of 111X officers to LT CO Afloat ships:

(1) All first tour 111X Department Heads may compete for 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 1st Department Head tour (7-9 months prior to PRD).

(2) An informal board composed of post-command officers in PERS-41 screens all applicants and recommends approval or disapproval of each request. The final screening authority is PERS-4.

(3) 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 EOOW and TAO qualifications).

(4) There is no PC command bank. Slating to PC command is dependent on successful screening as well as availability at PRD. PC Commanding Officers are slated on the Department Head Splitter Slate which is approved by PERS-41. Officers screened for PC command but not slated are assigned to another Department Head tour in accordance with the Department Head Sequencing Plan.

12. FLEET SUPPORT OFFICERS (170X). Fleet Support Officers must be XO screened to be assigned to a LCDR CO/XO billet (except 1707s who may be assigned to Naval Reserve Centers (NRCs) without screening).

13. INCUMBENTS OF 1000 LCDR XO/CO BILLETS. incumbents of any designator filling 1000 LCDR XO/CO billets are not normally granted voluntary tour extensions.

14. WARFARE BILLETS. Assignment of 170X officers to warfare billets is authorized on a case basis when qualified warfare officers are not available for those billets.

15. LIMITED DUTY OFFICER (LDO) BELOW GRADE OF CDR AND CHIEF WARRANT OFFICER (CWO) (61XX/71XX). Screen is by informal board. The assignment officer will initiate action by proposing officers for command. Such proposals will normally be on the basis of availability. Additionally, 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.

## 6.3 MAJOR SHORE COMMAND

1. Normally, assignment to a major shore command comprises the one screened command in grade for CAPTs.

2. Apportionment of 1000/1050 Major Shore Commands among the various URL and Fleet Support 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.

3. 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. When considering an activity for designation as a Major Shore Command, both objective and subjective factors are assessed. 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. 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. 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. The results of the annual Major Shore Command Plan Review are briefed to CNPC. After CNPC approval, a memorandum summarizing the study's results is forwarded for CNO approval. Upon receipt of CNO approval, a OPNAVNOTE 5450 (Major Shore Command) is issued.

4. 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.

5. MAJOR COMMAND SELECTION LISTS. URL and Fleet Support officer major command selection lists are approved by CNPC. Accordingly, any change to those lists involving proposed transfer of an individual's name from one list to another must be approved by CNPC. Such requests will be initiated, in writing, by the appropriate NPC division director and forwarded via NPC (PERS-4). NPC (PERS-45) will be made a copy-to-addressee on such correspondence and

will maintain a file of same for reference purposes. Requests will be fully documented with rationale for the proposed change which must clearly demonstrate that alternatives are not available. No commitment will be made to individuals prior to approval of changes by CNPC.

## 6.4 DETAILING TO MAJOR COMMAND, COMMAND AND XO BILLETS

1. 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.

2. 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 (PERS-41, 42, 43 or 4419). The review will determine which officer is better qualified for that particular billet.

## 6.5 ACQUISITION PROFESSIONAL MAJOR ASSIGNMENT

1. Each officer community major command screening board reviews records of AP qualified Captains and Captains(sel) to identify those assignable to major acquisition commands. Selectees are placed in a "pool" of assignable officers which are then available for the Systems Commands slating panels and subsequent AWOC review in the case of Major programs. These officers compete with other candidates which may include civilians and Marine officers in accordance with the best qualified policy. For more information on the AP program, see chapter 8.

## 6.6 COMMAND OF MAJOR LABORATORIES

CAPTs of several designators are eligible to command major laboratories. The growth of major projects in the Naval Systems Command has required the qualification of CAPTs in weapon systems acquisition techniques to direct them. CNPC takes a direct, personal interest in the selection of COs for these vital major commands. The criteria for selection of officers to command NAVSYSCOM Research and Development Centers closely resembles those used for selection as MPM. URL CAPTs must have screened for either major shore command or as MPM. Restricted Line (RL) CAPTs must have screened as MPM. LAB Commanding Officers are proposed by NPC from Major Shore Commander candidate lists, selected by Chief of Naval Research, and approved by Assistant SECNAV (RD&A). Placement officers ensure concurrence of ASN (RD&A) prior to issuing orders for COs.

## 6.7 CO OF NAVAL RESERVE CENTERS (NRCs)

All officers assigned to command of Naval Reserve Readiness Centers (NRRCs) and NRCs will be administratively screened prior to assignment. Officers will be screened to ensure only properly qualified and experienced officers of the appropriate grade are ordered to command of NRRCs and NRCs. The head of the administrative screen board will be the Director, RL/Staff Corps Officer Distribution and Special Placement Division (PERS-44). The Head, TAR Officer Distribution Branch (PERS-4417) will serve as a permanent member. Other required board members, if necessary, will include the division directors, PERS-41, 42, and 43 or their deputies, depending upon the designator of the officer to be screened.

## 6.8 CO/OIC OF PERSONNEL SUPPORT ACTIVITY (PSA)/PERSONNEL SUPPORT ACTIVITY DETACHMENT (PSD) AND DIRECTOR OF MILITARY PAY

1. Quality leadership through the assignment of qualified Fleet Support Officers, LDOs, CWOs and E9s is necessary at Pay/Personnel Administrative

Support System (PASS) activities. Accordingly, only highly qualified individuals who have demonstrated professional competence and leadership ability are considered for assignment to these billets. Specifically:

a. Fleet Support officers, LDOs, CWOs and E-9s will be considered for assignment as commanding officers/officers in charge of PSA/PSD activities. These personnel must be capable of carrying out all the functions that the billet requires.

b. URL ensigns and lieutenants junior grade will not be assigned as officers in charge of PSDs.

2. En route training requirements when assigned as:

a. PROSPECTIVE OFFICERS-IN-CHARGE OF PSDS. Two days TEMDU at the parent PSA for PASS indoctrination and briefings on issues unique to the individual PSD.

## 6.9 NAVY RECRUITING DISTRICT XO TO CO FLEET UP POLICY

Navy Recruiting District (NRD) Commanding Officers will be afforded greater exposure to the recruiting process and environment prior to assuming command by serving as executive officers at the NRD which they are slated to command. Officers screened for command 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 recruiting experience. Exceptions will only be granted for officers who have previously served as Executive Officer of a NRD. Selection for NRD command will be via the community command screen process. The Command Leadership Course will incorporated into the established NRD command training pipeline.

## 6.10 TAD FOR OFFICERS IN COMMAND

Periodically, it is necessary to order officers in command to Washington, DC for interviews in connection with future assignments. In order to ensure that appropriate officers in the chain of command are properly informed, concurrence of the officer's immediate superior in command will be obtained prior to issuance of TEMADD orders, to any officer assigned at that time as CO of a sea or shore command. This normally is accomplished by sending a message to the CO's immediate superior, with information addressees if appropriate, requesting permission for the CO to be away from his/her command during the period required.

## 6.11 PROCEDURES FOR OFFICERS NOT DESIRING ORDERS TO COMMAND OR EXECUTIVE OFFICER

In those instances when an officer has been screened for command or executive officer but does not desire orders to command or to a major project, the following procedures apply:

1. Officers indicating non-acceptance of these orders will be required to submit an official request to NPC. This letter and the results of subsequent actions will become part of that officer's official record.

2. Upon receipt of a written request to decline orders to command or a major project, cognizant NPC division directors will originate a memorandum to CNPC for NPC (PERS-4's) signature discussing the circumstances.

3. If retirement in lieu of orders is contemplated, SECNAVINST 1811.3 series and MILPERSMAN 1810-020 apply.

4. Final disposition of all cases will be determined by CNPC.

5. The decision to decline command is a professional decision by the officer concerned. This decision is limiting, however, only with respect to assignment to command. Officers who have turned down command remain eligible for assignment to billets, ashore or afloat, in their warfare specialty or subspecialty, subject to the needs of the Navy.

## 6.12 COMMAND DE-SCREENING

1. Prior to assignment of screened officers to command, assignment officers, placement officers and assignment division directors will screen each record to ensure there has been no decline in an officer's performance. Recommendations for de-screening will be forwarded from NPC (PERS-4) to CNPC for the final decision. An appropriate type of notification letter signed by CNPC shall be sent to the affected officer.

2. 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. Officers de-screened as a result of the review will be notified by letter signed by CNPC.

## 6.13 PROCEDURES FOR 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 NPC (PERS-4) declining such an assignment. NPC (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. These officers will remain eligible for assignment to other billets subject to the needs of the Navy.

## 6.14 PROCEDURES FOR DE-SCREENING URL OFFICERS FOR XO

1. XO boards will review records of those officers previously screened but not yet assigned to ensure no decline in performance subsequent to original screening. Officers de-screened as a result of the screening board review will be notified by letter signed by NPC.

2. Officers will also be de-screened as a result of their declination of an XO assignment. NPC (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.

## 6.15 COMMAND - XO ASSIGNMENT COORDINATION

1. Grade assignment officers carefully coordinate assignment of COs and XOs with placement officers. To the extent feasible, assignments will be made effectiveness of the two top leadership positions within the chain of command. At least eight 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. Exceptions may be authorized by NPC 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:

a. The list of URL Commander Commands will be validated annually by N13 and PERS-4.

b. An equitable apportionment of 1000/1050-designator CDR billets will be established by N-13 annually. Based on this apportionment and projected vacancies, a command allocation plan will be published annually after PERS-4

approval. This plan will identify the specific commands and the number of commands to be allocated to each of the URL communities.

c. Once the official apportionment has been promulgated by N-13, the following procedures apply:

(1) 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. PERS-452 will send this list to placement officers for review.

(2) Placement officers will review this list for completeness, correct 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 PERS-452. PERS-452 will then send an updated list to the appropriate assignment officers.

(3) From this list, assignment officers will identify the billets they desire and forward this information to 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 PERS-4.

(4) 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 PERS-4, then immediately distributed to assignment and placement officers.

(5) PERS-45 will arbitrate cases of conflict and prepare documentation to forward to PERS-4 for a final decision, when necessary.

(6) Placement officers may post the identified billets once the allocation plan has been approved by PERS-4.

d. 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 PROVIDING INPATIENT CARE

a. Normally, the CO or the XO will have a master's degree in Management. CNP retains waiver authority. Members currently serving in a CO or XO billet or who have successfully completed a CO or XO tour within the past three years from 25 March 91, are exempt.

b. XOs will normally "fleet up" to CO.

(1) Naval Hospitals San Diego, Oakland, Portsmouth and National Naval Medical Center Bethesda 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 with a primary mission involving diving are to be experienced divers in accordance with MILPERSMAN 1210-140. COs and XOs of an AD, AR, or AS are not required to be experienced divers.

## 6.16 PROSPECTIVE COMMANDING OFFICER (PCO)/PROSPECTIVE EXECUTIVE OFFICER (PXO) PIPELINE TRAINING

1. All PCOs and PXOs ordered as COs/XOs of commands specified in enclosure (1) of OPNAVINST 1500.49 (series) will attend the Fleet Tactical Training Course (FTTC) course at TACTRAGRULANT Dam Neck, VA or TACTRAGRUPAC San Diego, CA. In addition, all Commanders and Captains en route to their

first command, will attend the Command Leadership Course (CLC) at Newport, RI. PXOs (LCDR and above) who have not previously attended, will attend the TQL/SLS course at Coronado NAB, San Diego CA or Dam Neck, VA until the course is replaced with the Executive Officer Leadership Course.

a. Every Commander (0-5) and Captain (0-6) en route to their first command will attend CLC prior to assuming command and normally while en route to their command. Lieutenant Commander command does not count as first command. Quota Control (PERS-452) will assign quotas to each prospective commanding officer (PCO) on an as available basis via the appropriate placement officer. If a quota is not available for the PCO, they will be prioritized for attendance by Quota Control. The priorities will be: (1) Deploying commanders and Overseas Shore commanders, (2) Shore commanders. This policy does not prevent the attendance of an officer slated as a PCO from attending CLC in a TAD status. Waivers, in the event CLC cannot be completed prior to assuming command, will be initiated by the Division Director heading the placement function for the PCO's activity forwarded to CNP via Quota Control. Waivers for extenuating circumstances may be granted only by the Chief of Naval Personnel.

2. TRAINING FOR SHIPS WITH WOMEN PERMANENTLY ASSIGNED:

a. PCOs of all Navy ships which have women permanently assigned (or will have during command tour) will be ordered to NPC for a one day briefing as part of their PCO en route training pipeline. NPC (PERS-41, 42 and 43) shall schedule PCOs of the following ship classes: AD, AE, AFS, AGF, AO-177, AOE, AOR, AR, ARS, AS, ASR, ATF and LCC to visit NPC at a time that best fits within the PCO training pipeline. PCOs will meet with all personnel listed below:

(1) PCO Visit List

(a) CNPC (15 minutes)

(b) PERS-00W (60 minutes)

(c) PERS-06, Legal Issues Brief (30 minutes)

(d) PERS-409, Enlisted Women Assignments (30 minutes)

(e) MCPON (15-30 minutes)

(f) BUMED (45 minutes)

(2) The order of visits is generally flexible. However, scheduling visits with CNPC first, followed by PERS-00W is optimal.

b. If a seven day notice can be given, BUMED representative (Code 22) desires to meet with PCOs at NPC. Otherwise, an official car should be arranged to take PCOs to MEDCOM.

c. Prior to PCO visits, CNPC will be provided with a short talking paper prepared by the cognizant NPC division.

## 6.17 CNO'S SENIOR OFFICER SHIP MATERIAL READINESS COURSE (SOSMRC)

1. All officers assigned to billets described in OPNAVINST 1520.29 (series) will attend the CNO's SOSMRC prior to reporting to those billets. Waivers of SOSMRC training may be considered, not automatically granted by NPC, for those officers with significant engineering tours of appropriate duration in which proficiency in operations, maintenance, and material management were strongly and successfully demonstrated. Although specific

criteria listed in article 6.17.3. must be met before an officer may be considered for a waiver, it is the policy that all officers destined to billets for which SOSMRC training is required will attend the course unless there is an overriding need to do otherwise. Only CNPC is authorized to grant exception to this policy in accordance with the procedures listed in article 6.17.c. For Engineering Duty Officers (EDOs) assigned to billets for which SOSMRC training is optional, the Head, Engineering Duty Assignment Branch (PERS-445) will determine if SOSMRC training is required.

2. BILLETS REQUIRING SOSMRC TRAINING. Officers en route to the billets listed below who have not previously attended the course will complete SOSMRC.

a. FLAG OFFICER BILLETS:

COMCARGRU ONE
COMCARGRU TWO
COMCARGRU THREE
COMCARGRU FOUR
COMCARGRU FIVE
COMCARGRU SIX
COMCARGRU SEVEN
COMCARGRU EIGHT
COMLOGGRU ONE
COMLOGGRU TWO
Director, Ships Maintenance and Modernization Division (OP-43)

b. CAPT BILLETS

(1) MAJOR SEA COMMANDS:

| | | |
|---|---|---|
| AO | LHA | LPD |
| AOE | CV | LHD |
| AGF | LCC | LPH |

(2) EXECUTIVE OFFICER

(3) STAFF AND SHORE ASSIGNMENTS:

CO, SWOSCOLCOM
Director, Propulsion Engineering School, SERVSCOLCOM Great Lakes
PMS 301
Propulsion Examining Board Senior Member
RSG Commanding Officer
SIMA Commanding Officer
Surface/Ship/Squadron Command

c. CDR BILLETS REQUIRING SOSMRC TRAINING (URL AND LDO)

(1) SEA COMMANDS:

AO 177 CLASS
CG 47 CLASS
DD 963 CLASS
DDG 51 CLASS
DDG 993 CLASS
FFG 7 CLASS
AE 26 CLASS
LSD 36 CLASS
LSD 41 CLASS

(2) OTHER:

CV Engineer Officers
CVN Engineer Officers
LHA Engineer Officers
LHD Engineer Officers
CO, SIMA NORFOLK (6130)

d. ENGINEERING DUTY OFFICER (1440) ENGINEERING BILLETS REQUIRING SOSMRC TRAINING

(1) CAPT BILLETS

(a) TYCOM MATERIAL OFFICERS:

SURFLANT (N-4)
SURPAC (N-4)
AIRLANT (51)
AIRPAC (73)

(b) OTHER BILLETS:

INSURV Washington Senior Engineer

(2) CDR BILLETS

(a) STAFF BILLETS:

NAVSURFGRU MID-PAC Logistics Officer

(b) OTHER BILLETS:

CV Engineer Officers
CO, SIMA Pearl Harbor
CO, SIMA Little Creek
NAVSEA PMS 301B

e. LCDR BILLETS REQUIRING SOSMRC TRAINING:

(1) STAFF AND SHORE ASSIGNMENTS:

INSURV Washington, Boiler Inspector

(2) SEA COMMANDS:

ARS
MCM
MHC

f. SOSMRC TRAINING OPTIONAL BILLETS. Engineering duty officers going to billets listed below may be required to attend SOSMRC on a case basis, dependent on background and experience.

(1) CAPT BILLETS:

SUBINSURV Norfolk Senior Engineer
SUBINSURV San Diego Senior Engineer
NAVSEA 56 Dir Machinery Group
56W Dir Hull Sys Sub-Grp
56X Dir Propulsion Sys Sub-Grp
56Y Dir Aux. Sys Sub-Grp
56Z Dir Elect. Sys Sub-Grp

SEA 911 Dir Amphib and Comb Suppt Ship Logist. Div.
912 Dir Aircraft Carrier Ship Logist. Div.
SEA 913 Dir Surface Combatant Ship Logist. Div.
914 Dir Gas Turb Surface Combat Ship Logist. Div.

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3. WAIVER CRITERIA:

a. Officers ordered to the billets listed in OPNAVINST 1520.29 (series) must attend SOSMRC. CNPC may consider a waiver of the SOSMRC training for these officers provided they meet the following requirements:

(1) Successful engineer officer or CV MPA tour in a 1200 PSI ship within five years of assignment to billet requiring SOSMRC, or,

(2) Successful engineer officer or CV MPA tour in a 1200 PSI ship during the PEB era, (1972 to present), but not within five years of assignment, and significant engineering experience gained through another tour such as CO of a 1200 PSI ship, PEB inspector, MTT member, 1200 PSI engineering instructor, or

(3) Successful engineer officer tour on a gas turbine ship and significant engineering experience gained through another tour such as CO of a gas turbine ship, PEB inspector, MTT member, gas turbine or engineering instructor, or,

(4) For EDOs, significant engineering experience and top performance in areas related to the billet requiring SOSMRC training for at least five years preceding the assignment such as Tender Repair Officer, Assistant Repair Officer in a Naval Shipyard, Repair Officer in an SRF, PEB inspector, INSURV board member, or TYCOM material staff assignment, or,

(5) Previous SOSMRC graduate and nuclear trained officer.

b. The above waiver criteria are to be considered as general guidelines relative to requesting SOSMRC waivers. Request for waivers for officers who are within the above guidelines will be considered and submitted on a case basis after careful evaluation of all factors including compliance with the spirit and intent of current assignment policy. Waivers for SOSMRC training shall be submitted in writing for CNPC approval via PERS-4 with copies to CNP and PERS-413.

4. ADMINISTRATIVE PROCEDURES FOR SOSMRC ASSIGNMENTS:

a. NPC division directors and the Assistant for Flag Matters (N00F) shall ensure that all officers assigned to billets requiring SOSMRC are graduates of the SOSMRC or are ordered to these billets via the SOSMRC.

b. Specific CNPC approval will be obtained for each case when SOSMRC training is required but deemed infeasible.

c. PERS-41/413 is the point of contact on all SOSMRC matters.

d. PERS-413 will prepare for PERS-41 signature, copy to PERS-4, an order writing instruction for use by all applicable division directors in preparation of SOSMRC orders.

e. Applicable detailers will submit assignments, ODCs, and required data sheets for SOSMRC attendees to PERS-424 at least six weeks prior to the class convening date. PERS-424 shall supply updated information packages for each prospective SOSMRC attendee.

f. PERS-413 WILL:

(1) Prepare course rosters.

(2) Coordinate the SOSMRC Guest Speaker Program

g. All flag officers attending SOSMRC will have vehicle rental authorizat on written in their orders. PERS-413 shall notify the appropriate division directors of additional senior CAPTs and CDRs who shall have vehicle rental authorization included in their orders after rosters are completed. NPC division directors will prepare appropriate order modifications for the designated CAPTs and CDRs.

5. Exceptions to these policies must be approved by NPC.

6.18 PCO SHORE STATION MANAGEMENT TRAINING

1. The PCO Shore Station Management Training is a three week course conducted by the Chief of Naval Education and Training (CNET) in the Washington, DC area. The Shore Station Management course is mandatory for CO's only, and CO's of Stations noted in SECNAVINST 1520.9. Per SECNAVINST 1520.9 (series), quotas for officers attending under CNPC sponsorship are managed by PERS-444A. Tuition is paid by CNET. The following policies shall be followed in assignments of officers to command of various shore activities:

a. PCOs of major and non-major shore commands will attend unless excused by NPC
(PERS-4).

b. Due to the limitation of only four classes per year, some reporting dates preclude attendance incident to PCS orders. Where that situation exists, PCOs of shore commands shall be ordered to the course TAD prior to detachment from their present permanent duty station, unless that station is located outside CONUS (including Alaska and Hawaii).

c. THE PRIORITY OF ATTENDANCE IS:

(1) PCO and PXO of Navy major shore command on PCS orders

(2) PCO and PXO of non-major Navy shore command on PCS orders

(3) PCOs of major and non-major shore commands on TAD orders

2. The following procedures are to be utilized in ordering officers to the PCO Shore Station Management 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 PERS-444 for quota control.

(2) PTEXT P74031 concerning tuition will be utilized in orders to provide tuition funding by CNET. Provide a copy of the orders to the Director, PCO Shore Station Management Training Program, Arlington Annex 1608, CNET Washington Office, Washington, DC 20370-1000 (703-614-5748).

b. OFFICERS ATTENDING TAD UNDER NPC ORDERS. Those officers whose en route timing will not permit attendance incident to PCS orders will attend the subject course TAD prior to detaching from their present duty station. Note that this applies only to officers who have not yet reported to their new

command (those officers already in place may attend if funded by their parent command. Quotas for these students are obtained directly by the command from CNET Director, PCO Shore Station Management Training Program.) For those officers attending TAD under NPC orders, the following procedures apply:

(1) A rough NAVPERS form 1321/3 will be initiated by the NPC assignment officer and routed via the losing placement officer, PERS-440E, and the gaining placement officer.

(2) NPC (PERS-444) will assign a quota.

(3) The losing placement officer is responsible to arrange the temporary absence of the PCO from his/her present command.

(4) The assignment officer will produce a smooth NAVPERS form

1321/3 and route via the NPC division director for signature, PERS-454 for cost checking, and PERS-4 for approval. Further routing will be PERS-021 to the TAD Orders Branch (PERS-454) for processing.

c. In accordance with SECNAVINST 1520.9 (series), tuition to the subject course is paid by CNET. Both PCS and TAD 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. A policy of ordering officers TAD from their present command to a school which will benefit a future command is unusual. 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 SECNAV. Scheduling problems should be resolved on a case-by-case basis with the officer's present command. 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. Ensure the parent command understands that failure to attend the subject course, for whatever reason, must be reported.

## 6.19 SURFACE SHIP COMMAND QUALIFICATIONS

1. 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 1412.3 (series) provides definitive criteria and detailed procedural guidance in this regard.

2. The cognizant surface assignment officer enters the appropriate additional qualification in the officer's automated records. The 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.

CHAPTER 7

SUBSPECIALTY MANAGEMENT, GRADUATE EDUCATION, AND SERVICE COLLEGES


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# CHAPTER 7

## SUBSPECIALTY MANAGEMENT, GRADUATE EDUCATION AND SERVICE COLLEGES

### 7.0 INTRODUCTION

The subspecialty management system is structured to ensure technical and managerial requirements of the Navy are met by developing subspecialty expertise in officers. Subspecialties are developed through concentrated experience in a subspecialty field, or by virtue of graduate education. Because over eighty-five percent of the requirements for Captains 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. Such development is necessary to ensure a sufficient base of senior grade officers with the expertise required across the spectrum of top management positions. Lists of subspecialty codes (the combination of subspecialty functional fields and education/skill codes) can be found in the Manual of Navy Officer Manpower and Personnel Classifications, Volume I (NAVPERS 15839I Series).

### 7.1 GRADUATE EDUCATION AND THE SUBSPECIALTY SYSTEM

1. Graduate education constitutes the heart of the subspecialty system. In order to develop the officer inventory to meet subspecialty requirements, the Postgraduate (PG) Quota Plan is developed at NPC (PERS-440). 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. 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. DoD guidelines require graduates of military service-funded education programs to be properly utilized.

2. 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, proven professional performance standards, and the personal desire receive full time graduate education, normally during the first or second shore tour. 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, California while others attend civilian institutions at government expense. The following publications apply:

a. DoD Directive 1322.10

b. OPNAVNOTE 1520

### 7.2 SUBSPECIALIST ASSIGNMENT POLICY

1. As discussed in DoD Directive 1322.10 of 30 July 1974, any assignment of officers, who have received Navy-funded graduate education outside of their warfare specialties should achieve maximum utilization of subspecialty qualifications. An officer completing a Navy-sponsored graduate education program is assigned to a utilization tour "at the first opportunity." Normally, this immediately follows the DUINS period. However, this is not to preclude key operational tours essential to warfare qualifications. 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. 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 ACIP flight gate problems will not interfere with subsequent shore subspecialty utilization tours. 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.

2. Assignment of officers with Navy-funded graduate education are to direct utilization, operational or student tours, or be waived by PERS-4 through the procedures outlined in article 7.4.

3. 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 PERS-440, Professional Development Education and Subspecialty Management Branch. Assignment waiver forms are submitted by the assignment officer in accordance with procedures outlined in article 7.4.

4. All assignments requiring a waiver are resolved by the assignment officer prior to preparation of any order nomination or external dissemination of nomination packages.

## 7.3 SUBSPECIALTY ACCOUNTABILITY

1. 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. Accordingly, 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. PERS-4 employs a "utilization code" concept to analyze the utilization of subspecialists in response to Congressional, DoD and other high-level inquiries. The code is entered on the Officer Assignment Information System 2 (OAIS2) assignment proposal.

2. UTILIZATION CODES (Figure 7-1) 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. PERS-440 determines the appropriate utilization code for each assignment involving a subspecialty-coded officer upon receipt of the OAIS proposal.

## 7.4 SUBSPECIALTY WAIVERS

1. A waiver granted by 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). The only exceptions are when the proposed assignment is:

a. A direct or closely related utilization tour in the officer's primary subspecialty (utilization code D or E);

b. An operational tour required to keep the officer current in his or her warfare specialty (utilization code A); or

c. An educational tour (utilization code B).

2. On proposals requiring waivers, assignment officers explain any special circumstances which preclude a utilization tour using the "Assignment Notes" field of the proposal section of OAIS, or the Subspecialty Waiver Request Form of Figure 7-2 in the case of proposals made on the OAD. To avoid potential embarrassment in the case of waiver disapprovals, assignment and placement officers do not commit to their constituents on subspecialty assignments until the waiver has been approved. In cases involving assignment of officers without a subspecialty code, submission of an Assignment Waiver Form is not required.

3. Assignment officers are encouraged to look ahead and plan assignments for their officers which allow the individual to pursue subspecialty development and permit the Navy to maximize the return of the graduate education investment. When an assignment will require a waiver under the guidelines in article 7.4, 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.

## 7.5 ASSIGNMENT OF OFFICERS POSSESSING PHD EDUCATION

PhD officers below flag rank are assigned to PhD utilization billets whenever they are not being assigned to key operational tours or whenever there are not overriding circumstances approved by PERS-44. If a properly coded PhD billet is not available, the PhD officer is assigned to a lesser coded requirement, such as a Q or P code. This is not done without a thorough billet search by the Professional Development Education and Subspecialty Management Branch (PERS-440). Conversely, no non-PhD officer is assigned to a PhD billet without a thorough inventory search by PERS-440. Recognizing DoD interest in personnel stability and PERS-4 policy on adherence to PRDs, to optimize PhD utilization, PRD adjustments outside of the normal window are almost certainly required. In all assignments involving PhD officers and/or PhD billets, assignment officers consult with PERS-440. Exceptions for non-utilization of PhD educated officers are as specified in article 7.2.

## 7.6 DESCRIPTION OF GRADUATE EDUCATION PROGRAMS

1. DOCTORAL PROGRAMS. (OPNAVINST 1520.23B refers.) This program allows study at the doctoral level in fields consistent with the needs of the Navy, undertaken at NPS Monterey and for some curricula, at certain civilian educational institutions. This program includes those who are continued on from PG programs as well as direct inputs to doctoral level studies.

2. 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 NPS Monterey, civilian educational institutions, and DoD-sponsored schools.

3. COLLEGE DEGREE PROGRAM FOR OFFICERS. (OPNAVINST 1520.26 refers.) This program is for officers who were commissioned through the 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.

4. 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.

5. 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 and the agreement to change designator to 250X.

6. OLMSTED SCHOLARS:

a. The Olmsted Scholars program allows three 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 U.S. recognized Master's degree.

b. Olmsted Scholars are given this opportunity to obtain their Master's degree within the following guidelines:

(1) Olmsted Scholars are afforded an opportunity to complete a U.S. recognized Master's degree either immediately following Olmsted schooling or following an operational tour.

(2) Olmsted Scholars can complete a U.S. recognized Master's degree at NPS Monterey 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.

(3) Olmsted Scholars have up to one year to complete their Master's degrees at NPS Monterey or a civilian university.

(4) Exceptions to the above policy require PERS-4 approval.

8. VOLUNTARY GRADUATE EDUCATION PROGRAM. (USNAINST 1560.3 (series) 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 six months after commissioning.

## 7.7 SELECTION FOR FULLY-FUNDED GRADUATE EDUCATION - GENERAL

Administrative screening and selection boards are utiliized 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 OBLISERV.

1. ADMINISTRATIVE SCREENING FOR PG EDUCATION:

a. Administrative screening is required for Unrestricted Line and Restricted Line officer (except 14XX AND 18XX communities) for selection to PG education. Administrative screening for Staff Corps PG education pertains only to those officer names who 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. 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 NPS approved academic improvement program) which satisfies the entrance requirements for the proposed academic program, and (3) is considered promotable within the community. In no case will an administrative screen be conducted that does

not address a specific community/Navy need.

b. ADMINISTRATIVE SCREENING PROCEDURES

(1) A PG Education Nomination Form (figure 7-3) furnished by PERS-440 is originated by the assignment officer and forwarded with the microfiche and ODC via the assignment division director to PERS-440B.

(2) PERS-440 then routes the board sheet to PERS-44 for final determination.

2. SELECTION PROCEDURES FOR CAPTAIN/COMMANDER TO COLLEGE DEGREE PROGRAMS (CDPS) AND GRADUATE EDUCATION. Each potential Captain/Commander input into a CDP or graduate education program is screened by the following officers: the candidate's cognizant division director, PERS-440 (for determination of requirement), PERS-44, and PERS-4 (CNPC for Captains) for final determination. The assignment officer initiates this screen by drawing the candidate's microfiche record, attaching a Captain/Commander education board sheet (available from PERS-440) and routing the package through the appropriate review chain for comment. Final approval from PERS-4 is required prior to nominating the individual for orders.

## 7.8 CURRICULUM SHIFTS FOR GRADUATE EDUCATION

1. Curriculum shifts for enrolled officer students are considered only when it is clearly in the best interests of the student and the Navy. Curriculum shifts are limited to the following categories of officers:

a. When shifting from one technical curriculum to another technical curriculum.

b. When shifting from a non-technical curriculum to a technical curriculum.

c. When shifting from a non-technical curriculum to another non-technical curriculum.

d. When academic difficulty dictates.

2. Staff Corps officers desiring a shift from their board selected curriculum must request so in writing to their detailer. An administrative screening is then initiated by the detailer.

3. URL officers desiring to enroll in curricula limited to certain Restricted Line (RL)/Staff Corps must be selected by the RL/Staff Corps transfer board.

4. CURRICULUM SHIFT PROCEDURES:

a. officer and upon receiving a written request from the officer. It is then forwarded with the microfiche and ODC to PERS-440 via the assignment branch head, where an initial eligibility determination is made.

b. PERS-440 then routes the board sheet and record to the assignment branch head and then to PERS-44 for final determination.

## 7.9 REPORTING, CONVENING AND GRADUATING DATES POLICY

Reporting, convening and graduating dates for the various graduate education

courses is promulgated each year by NPC (PERS-44). Normally an officer is ordered to report for Duty Under Instruction (DUINS)/Duty Involving Flying Denied Under Instruction (DIFDENINS) not later than three nor earlier than three working days prior to the class convening date. Officers ordered for duty under instruction for postgraduate education will be assigned by COMNAVPERSCOM to report for administrative purposes to the nearest geographically available naval activity capable or providing this support.

1. SLATING. 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 six months prior to the scheduled convening date.

2. 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 NPC (PERS-44).

## 7.10 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 the English, History, or Physical Education fields.

## 7.11 DUAL MASTER'S DEGREE

1. 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 lateral transferred, and (2) the officer does not have a level "P" or higher subspecialty code that is utilized in the gaining community. Nominations are submitted by the gaining community assignment officer to PERS-440B utilizing the Postgraduate Education Administrative Screening Sheet.

2. 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. Appropriate documentation of the need to send such an officer is filed in the officer's personal record by the cognizant detailing division director. 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 0000P and are eligible for selection and assignment to PG school.

## 7.12 OBLIGATED SERVICE REQUIREMENTS

1. GENERAL. Commencing with the FY-77 input, OBLISERV for full-time graduate education is 3:1 for the length of education through the first year and month-for-month thereafter, concurrent. "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.

2. MEDICAL CORPS OFFICERS. The Surgeon General has asked that Medical Corps assignment policy reflect four year minimum utilization for specialists. The following distribution policy is effective immediately:

a. 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 four years. This does not imply that the four years must be served at the same duty station.

b. Beyond this initial four-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.

c. Exceptions will be granted at the NPC division director's level following prior coordination with BUMED.

3. GRADUATING MEDICAL INTERNS. All graduating interns (GMOs) will be assigned to an operational tour prior to selection to GME2. Waivers will be considered on a case-basis. The approving authority for these waivers is PERS-44.

4. 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 Duty Under Instruction (DUINS) status from date of reporting to date of detachment is used as the basic multiple when computing OBLISERV.

| PROGRAM | GOVERNING DIRECTIVE |
|---|---|
| Fully-funded | |
| Graduate Education | OPNAVINST 1520.23 (series) |
| Doctoral Program | OPNAVINST 1520.23 (series) |
| Armed Forces Health Profession Scholarship | SECNAVINST 1520.8 (series) |
| Law Education Program | SECNAVINST 1520.7 (series) |
| Non-fully-funded | |
| Scholarship/Fellowship | OPNAVINST 1520.24 (series) |
| Tuition Aid | CNETINST 1560.3 (series) |
| Degree Completion Non-fully-funded | |
| College Degree Program | OPNAVINST 1520.26 (series) |
| Advanced Education Program | OPNAVINST 1520.30 (series) |
| Professional Development Non-Degree | |
| White House Fellows | COMNAVPERSCOMNOTE 1560 |
| Navy Federal Executive Fellowship | OPNAVINST 1500.72 (series) |
| 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 |

5. TUITION ASSISTANCE OBLIGATED SERVICE. Upon receipt of a request for resignation or release from active duty (RAD), the assignment officer needs to ensure that obligated service arising from education-related agreements has been fulfilled or if it is determined an officer may be separated before the end of obligated service, the officer must repay monies on a pro-rated basis prior to final separation. The waiver of obligated service is at the discretion of the Navy and the decision will be based primarily upon current manning levels. The Tuition Assistance Form (NAVEDTRA 1560/1), is found on the member's microfiche no. 2, row A.

## 7.13 PROCESSING OF TRANSCRIPTS - ACADEMIC PROFILE CODE (APC)

1. All transcripts of undergraduate and graduate course work completed by an officer must be forwarded to the Chief of Naval Personnel (PERS-312F6) with a copy to NPS, Monterey (Code 62) at the earliest feasible date following completion of such work.

2. NPS is responsible for assigning APCs to all officers. This code consists of a three-digit number which describes an officer's academic background. PERS-440B uses the APC to determine curriculum eligibility of officers. The APC is derived as follows:

a. 1st digit - Quality Point Rating (QPR) code representing the cumulative grade averaging on a 0 to 5 scale.

b. 2nd digit - Math qualification 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.

c. 3rd 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.

d. The following tables are used to assign the codes:

QPR CODE

| 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 |

NOTE: Repeat courses and failures are included in the QPR calculations.

MATH CODE

| 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. |
| 6 | No math with C grade. |

TECHNICAL CODE

| CODE NO | SIGNIFICANT UPPER DIVISION COURSES IN PERTINENT PHYSICS (CALCULUS-BASED)* | COURSES IN ENGINEERING /PHYSICAL SCIENCE DISCIPLINE |
|---|---|---|
| 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 | |

*NOTE: Significant coverage includes a major or strong minor in a pertinent (ME, AE, EE, physics) discipline.

e. 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 Eng Sci)

NOTE: These codes are unique to each curriculum.

f. 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.

## 7.14 SERVICE COLLEGES - GENERAL

1. 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 those officers with high promotion potential who are selected for attendance. The list of service colleges is provided at Figure 7-4.

a. NPC detailing division directors (PERS-41, 42, 43 and 44) include service college fill status in their SITREPs to PERS-4.

b. Any officer proposed and accepted by PERS-440 for a service college student quota is not to be derailed unless a replacement is identified and specifically approved by PERS-440.

2. Attendance at a service college is designed to enhance the competence of those officers with high promotion potential. The following documents apply:

a. MILPERSMAN 1520-010

b. The annual Joint Professional Military Education (JPME) Quota Plan (published by PERS-N123J/N13J)

## 7.15 ASSIGNMENT GOAL FOR SENIOR AND INTERMEDIATE SERVICE COLLEGES

1. CNP is committed to filling 100% of service college quotas with quality officers. The goal of CNP is to ensure that:

a. 25 - 35% URL LCDRs attend Intermediate Service College.

b. 35 - 45% URL CAPTs attend Senior Service College. (At least 50% will have attended the Naval War College.)

c. 55 - 75% post command URL officers attend the College of Naval Warfare (Senior Course) Naval War College.

7.16 ASSIGNMENT POLICY FOR JOINT PROFESSIONAL MILITARY EDUCATION (JPME)

1. Title 10 United States Code directs that the Navy fill 50% of Joint Duty Assignment List (JDAL) billets each fiscal year with Joint Specialty Officers (JSO's) and JSO nominees (officers who have completed both JPME Phase I and Phase II). Of that 50%, 12.5% may be made up of URL officers without JPME. The remaining 37.5% must be either designated JSO's or graduates of both Phase I and Phase II JPME. In order to build the inventory of JSO's and to meet the Navy's Title 10 requirement, assignment officers shall strive to assign at least 50% of JPME Phase I students into joint follow-on assignments. This policy applies to Army, Air Force, Navy and Marine Corps service colleges. National Defense University outplacement is governed separately under Title 10 (see section 7.17).

2. To the maximum extent that career timing may allow, JPME Phase I and Phase II should be viewed as enroute 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. Detailers shall indicate to PERS-440, the joint tour follow-on expectation for each officer proposed to attend Phase I JPME. PERS-440 shall provide this information to PERS-45J for Phase I outplacement tracking purposes.

3. In order to most effectively use the Navy's share of Phase II quotas, at least 6 months prior to each Phase II class start date, PERS-45J shall identify to detailers a list of logical candidates to attend the upcoming Phase II class. Logical candidates are officers with projected rotation dates within one 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.

4. PERS-45J will assign Phase II quotas and provide class date information to assignment and placement officers. Navy officers proceeding to exempt billets (those billets from which an officer cannot be sent to Phase II on a TAD basis) or joint billets OUTCONUS will be given priority for Phase II training en route.

7.17 ASSIGNMENT POLICY FOR NATIONAL DEFENSE UNIVERSITY (NDU) (See article 7.21 for description)

1. Title 10, United States Code directs the assignment of all joint specialists (JSO) and a high proportion (greater than 50 percent) of all other officers graduating from NDU (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.

2. Joint duty is defined as an assignment which is identified by the Joint Duty Assignment List (JDAL). The list of qualifying assignments is published by OSD and is referred to as the JDAL. Joint billets are identified with a billet AQD of JD1 (non-critical joint billet) or JD2 (critical joint billet, requires fill by JSO).

3. Prior to assignment to NDU, detailers shall indicate to PERS-440, the joint follow-on assignment expectation for each proposed student. PERS-440

shall provide this information to PERS-45J to aid in tracking and planning follow-on assignments to comply with statutory requirements.

4. At least six months prior to graduation detailers will provide inputs to PERS-45J of follow-on assignment plans for each student.

## 7.18 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 the grades of commander and captain for senior service colleges, and in the grade of lieutenant commander for intermediate service colleges. Limited duty and warrant officers are not eligible to attend service college since attendance is not warranted or essential for effective performance in future assignments.

## 7.19. ASSSIGNMENT TO SERVICE COLLEGE

1. N123J/N13J promulgates the JPME Quota plan which directs the necessary distribution of Navy officers to the various service colleges. The 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. Quotas to service college are distributed amongst various detailing communities according to community inventory and representation on the JDAL.

2. Officers shall be assigned to service colleges according to the JPME quota plan and community inventory.

3. The following minimum qualifications must be met for an officer to be assigned to service college:

a. Less than 22 years maximum service. (There is no maximum age.)

b. Minimum rank of O-4 select for junior course.

c. Minimum rank of O-5 select for senior course.

d. Undergraduate degree from an accredited institution.

e. Personal desire to attend.

f. Ability to perform and contribute at the graduate level.

g. Community recommendation.

h. Potential for continued leadership/management growth.

i. Potential to promote. (Failure of selection disqualifies an officer from attending.)

j. Follow-on joint duty potential.

4. Waiver approval rests with PERS-44 with override authority maintained by PERS-4.

## 7.20 SERVICE COLLEGE SELECTION

1. 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. Officers remain selected for service college until they fail selection to the next higher rank.

a. A percentage of the officers selected for promotion to LCDR and CDR are selected for intermediate and senior service colleges respectively.

b. All officers selected for promotion to CAPT are considered to be selected for senior service college.

c. Indication of an officer's selection for service college attendance is placed in Block 53 of the Officer Data Card (ODC).

2. ADMINISTRATIVE SCREENING:

a. Officers proposed to 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 PERS-440 for administrative review.

b. The Chief of Naval Operations 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. 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. 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 NPC before final assignment. Nominees for these programs must be the highest quality officers.

c. Officers intimately familiar with the subjective and objective requirements and standards of service colleges conduct the administrative review. PERS-440 will normally act as the final approving authority for administrative reviews. PERS-44 shall act as the final approving authority for all administrative screenings where the minimum qualification requirements for assignment are in question. (See section 7.19). Assignment division directors may appeal to PERS-4 to override initial assignment decision when circumstances warrant further review.

## 7.21 SERVICE COLLEGE DESCRIPTIONS

1. 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.

2. NATIONAL DEFENSE UNIVERSITY.

a. National Defense University (comprising National War College and the Industrial College of the Armed Forces (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 the interdependence of the factors of national power, as well as the economic and industrial aspects of national security and resource management.

b. Officers may attend the National War College or the Industrial College of the Armed Forces 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.

3. ARMED FORCES STAFF COLLEGE (AFSC). The mission of AFSC is to educate staff officers and other leaders on joint and combined operational planning and war fighting to instill a primary commitment to joint teamwork, attitudes, and perspectives. AFSC 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. A junior level course is provided for all O-4s and those O-5s who are graduates of an intermediate level service college.

4. OTHER SERVICE COLLEGES

a. 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. As the institution authorized to grant JPME accreditation, the Joint Chiefs of Staff 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. In addition, per the 1996 Defense Appropriations Act, section 8084, senior level courses must have a minimum of 20% nonhost Military Department student representation across their US military student body. The JPME quota plan promulgated by N123J/N13J is based on annual JCS direction that distributes quotas amongst the various Sea Service components, Navy, Marine Corps and Coast Guard.

b. Navy officers shall be assigned to the Air Force, Army and Marine Corps service colleges according the JPME quota plan.

c. Unrestricted Line officers shall be assigned to various foreign service colleges where professional military education exchange and country to county agreements have been established. Quotas for foreign service colleges shall be incorporated into the JPME quota plan.

d. 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.

## 7.22 NUMBER OF SERVICE COLLEGE TOURS

Normally, an officer is assigned to only one service college at a given level. However, very limited numbers of officers may attend more than one course at the senior level. 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.

## 7.23 DEFERRALS OF SERVICE COLLEGE ASSIGNMENT/ASSIGNMENT PRIORITY

Selected officers normally are slated to attend a service college at or near their current Projected Rotation Date (PRD), during the five-year period following selection. Certain types of duty, however, could cause deferral in attending. For senior service college, prospective assignment to command or executive officer (screened) billets are examples of operational duty which could cause deferral. For intermediate service college, cause of deferral

would be duty as CO/XO/Dept 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.

## 7.24 OBLIGATED SERVICE FOR SERVICE COLLEGES

Officers accepting orders to U.S. service colleges incur an active-duty obligation of two years, commencing upon completion of the course of instruction. In addition, education beyond one year is subject to a two-for-one "pay back." The period of obligated service for service college is additional to any other obligated service which may have been incurred previously. No obligated service is incurred by attendance at an international service college. However, a member will incur a two month obligation for each month of language training if provided in preparation for assignment to a foreign service college

## 7.25 FELLOWSHIP PROGRAMS

1. 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. However, 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 fellowships after academic year 1996-97 or for a senior-level fellowships after academic year 1998-99.

2. Policy and selection procedures are contained in various program specific instructions.

3. Obligated service requirements for fellowships is governed by DOD Directive 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.

FIGURE 7-1

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 requires graduate education in same subspecialty field as the officer's subspecialty | D | |
| Billet requires graduate education in field closely related to the officer's subspecialty | E | |
| Related assignment utilizing officer's subspecialty in sub-specialty billet not requiring graduate education | G | |
| Related assignment utilizing officer's subspecialty in a billet that is not subspecialty coded | H | |
| Officer has more than one sub-specialty code and higher priority exists for utilizing SUB 2 or SUB 3 | J | J |
| No subspecialty coded billets available within officer's sub-specialty field | X | X |
| Billet is not 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 | |

FIGURE 7-2

SUBSPECIALTY WAIVER REQUEST FORM

ORIGINATOR: _____
PHONE #: _____

1. NOMINEE:

NAME/GRADE: _____ DATE: _____

SSN/DESIG: _____ EDD: _____

SUBSPEC CODE: _____

SOURCE OF MASTER'S (IF APPLICABLE): _____ YR ATTENDED: _____

2. PROPOSED BILLET: _____ UIC: _____

COMMAND: _____ BSC: _____

TITLE: _____ DESIG/GRADE: _____

SUBSPEC CODE: _____ OTHER REQUIREMENTS: _____

INCUMBENT'S NAME/GRADE/SSN/DESIG: _____

3. ASSIGNMENT/GAINING PLACEMENT JUSTIFICATION FOR ASSIGNMENT:

_____
_____
_____
_____

4. PERS-440 RECOMMENDATION:

_____
_____
_____
_____

5. PERS-44 RECOMMENDATION: APPROVE/DISAPPROVE

6. PERS-4 RECOMMENDATION: APPROVE/DISAPPROVE

7. PERS-440:

FIGURE 7-3

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)

FIGURE 7-4

SERVICE COLLEGE LIST

DOMESTIC SERVICE COLLEGES:

| Senior | Junior |
|---|---|
| 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:

| Senior | Junior |
|---|---|
| Argentine National Defense School | Argentine Naval War College |
| Australian College of Defense and Strategic Studies | Australian Command and Staff College |
| | Brazilian Naval War College |
| | Canadian Forces Command and Staff College |
| Indian National Defense College | Chilean Naval War College |
| Inter-American Defense College | French College Interarmees de Defense |
| Japanese National Institute for Defense Studies | German General/ Admiral Staff College |
| NATO Defense College | Indian Defense Service Staff College |
| Norwegian National Defense College | Italian Joint Staff War College |
| Pakistan National Defense College | Japanese Maritime Self Defense Force Staff College |
| Royal College of Defense Studies | |
| | 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 |

CHAPTER 8

ACQUISITION PROFESSIONAL (MP)


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| 8.5 | FLAG OFFICER ASSIGNMEN | 8-3 |

# CHAPTER 8

# ACQUISITION PROFESSIONAL

## 8.0 ACQUISITION WORKFORCE

1. The Acquisition Workforce includes all military members who encumber acquisition-coded billets, who have acquisition AQDs, or who are members of the Acquisition Professional Community. The more junior (LCDR and below) workforce billets are important experience builders for Navy's future acquisition professionals.

2. Overall career management of the Navy's acquisition workforce, both military and civilian, is the responsibility of the Director, Acquisition Career Management (DACM) on the ASN(RD&A) staff. 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. N-13M, the Special Assistant for Acquisition Policy, is the OPNAV/NAVPERS representative on the DACM staff. N-13M works very closely with PERS-447, the point of contact within NAVPERSOCM for acquisition workforce and acquisition professional issues. Rationale: Reflects new organizational responsibilities and alignment.

## 8.1 ASSIGNMENT OF OFFICERS TO ACQUISITION BILLETS

1. All acquisition billets are identified by a 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 AQDs are defined in reference (NAVPERS 15839I).

2. Assignment of officers to non-critical acquisition positions is conducted using the normal order writing process. However, assignment to critical positions is closely controlled. There are statutory restrictions imposed by DAWIA on critical billets (see 8.2.4). PERS-447 (AP AQD) chops all orders to and from acquisition billets to ensure statutory and regulatory acquisition requirements are met.

## 8.2 ACQUISITION CERTIFICATION AND TRAINING

1. Certification process. All acquisition billets require certification within 18 months of reporting. The billet rank determines the level and the second letter of the billet AQD indicates the career field (see NAVPERS 15839I). Certification requires that the officer meet certain training, education and experience minimums for the specific billet occupied. Once those requirements are met, a certification request is submitted to designated personnel at the officer's command for approval. Once approved, a copy of the letter is sent to NPC for assignment of the appropriate personnel AQD.

2. Training. Acquisition training course quotas are controlled by the Systems commands and with PERS 447. PCS enroute training is coordinated by the placement officer working with the gaining command. Other questions concerning acquisition training (tuition assistance, per diem, etc.) should be directed to the DACM.

## 8.3 ACQUISITION PROFESSIONAL COMMUNITY (APC)

1. 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. APC members are assigned a wide variety of the more senior (0-5 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.

2. 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 OSD and Congress by the Navy's DACM.

3. The Navy military officer portion of the APC is sponsored by the Special Assistant for Acquisition Policy, N-13M. A semi-annual administrative board selects officers for the APC, resulting in the assignment of an additional qualification designation (AQD) of APM (MGT ACQ). The APM AQD is the sole indicator that an officer is a member of the APC.

4. There are nearly 900 critical acquisition billets spread among the communities listed above. To fill one of these billets, an officer must be a CDR(sel) or senior and be a member of the APC prior to assignment. Waivers must be submitted to Pers 447 for DACM approval.

## 8.4 URL OFFICER ACQUISITION POLICY

1. Unrestricted line officers, in general, are not selected for the APC until screened for Commander command. Prior to that point, an officer interested in acquisition should treat it as a subspecialty and should take acquisition assignments when non-community tours are possible. 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, PERS-4 must approve orders for post-command URL APC officers to non-acquisition billets.

2. APC officers are exempt from completing Joint duty requirements as a prerequisite for Flag selection through the science and technology waiver.

## 8.5 FLAG OFFICER ASSIGNMENT

In general, flag acquisition positions require 10 years of acquisition experience which must include 4 in a critical billet. Additional restrictions apply to specific positions such as Program Executive Officers. SECNAVINST 5300 series implements DoD DAWIA policy concerning Title 10 USC restrictions on acquisition flag billets.

CHAPTER 9

REDESIGNATION, INTER-SERVICE
TRANSFERS TO NAVY, AND IN-SERVICE PROCUREMENT PROGRAMS


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# CHAPTER 9

## REDESIGNATION, INTER-SERVICE TRANSFERS TO NAVY, AND IN-SERVICE PROCUREMENT PROGRAMS

### 9.0 INTRODUCTION

This chapter sets forth basic policies and administrative procedures for the transfer process and various in-service procurement programs. Responsibility for these programs lies within NPC (PERS-80). Liaison and interface between the sponsor and various assignment officers are necessary in order to ensure the needs of the service are met, the desires of the individual are considered, and appropriate records such as the Officer Master File (OMF) are kept current.

### 9.1 TRANSFER INTO THE REGULAR NAVY (USN)

1. Procedures for requesting transfer of reserve and temporary officers into the regular Navy are addressed in the Naval Military Personnel Manual (MILPERSMAN) 1131-020.

2. Requests for transfer are referred to a selection board which convenes semiannually in NPC. Normal convening dates are in April and October of each year. NPC (PERS-80) processes applications and is the Transfer/Redesignation Board sponsor.

3. Transfer/Redesignation Board results are announced by NAVADMIN. Individual notification is not made. Officers selected for transfer and/or redesignation who do not wish to accept the appointment are required to notify NPC (PERS-80) if they decline the appointment within 30 days from the date of the NAVADMIN. A transfer that includes a simultaneous change of designator does not mean that an individual must be transferred upon the change of designator, but that the officer must accept or decline when tendered. The timing of transfer to the gaining community may be delayed, and is coordinated between the losing and gaining detailer.

4. Authority to deliver regular Navy appointments is issued by a later NAVADMIN once Senate confirmation is received.

5. ACCEPTANCE DEADLINES FOR REGULAR APPOINTMENT. All Reserve officers, temporary officers, and TAR officers who have been selected for Regular Navy are offered Regular Navy appointments by NAVADMIN. Transferees are required to accept or decline their appointments within 120 days from the date of the authorization NAVADMIN. Upon receipt of the transferee's letter of acceptance, PERS-80 enters the appropriate ODI to change the OMF and update the PC. Although the change of designator from one community to another may involve a delay of up to one year in execution of PCS orders, in those cases that also include transfer of Reserve and temporary officers to the USN, acceptance of transfer in the new designator must still be accomplished within 120 days. These procedures also apply to LDOs, whose designator ends with 1 or 2.

6. AUTOMATIC SCREENING FOR TRANSFER. Nuclear propulsion trained officers are the only reserve officers who are automatically screened for transfer (FY-96 and senior). FY-97 and junior must wait until they have completed four years of commissioned service, then they must apply for Transfer through the Transfer board semi-annually.

### 9.2 CHANGE OF DESIGNATORS

1. Change of Designator as a Result of Transfer/Redesignation Board. Designator changes as a result of the semiannual Transfer/Redesignation Board in accordance with MILPERSMAN 1212-010 cannot be made by assignment/placement officers. Assignment officers should be notified by personal contact or application of an officer's intentions to request change of designator in order to preclude unnecessary reassignment within the present community prior to notification of Redesignation Board results.

a. REDESIGNATION. Designator changes for officers who are approved for redesignation from URL to RL, RL to URL, staff to staff, or reserve to reserve do not receive new Oath of Acceptance (OPNAV 1000/20) document. The losing and gaining detailer discuss the release date, and the gaining assignment section/detailer notifies PERS-80 by memorandum provided in Figure 9-1 within one month of the approved board date. All designators can normally expect assignment to a billet appropriate to their new designation within six months from approval of lateral transfer or change of designator, or at PRD. PERS-80 prepares change of designator letters to members, updates the Promotional History Card and submits the appropriate Transaction Access Code (TAC) to change the Officer Master File (OMF).

b. LATERAL TRANSFER. Designator changes for Regular Navy officers who are approved for lateral transfer (line to staff, staff to line) receive a new Oath of Acceptance (OPNAV 1000/20) document from Commander, Navy Recruiting Command (CNRC). The Oath of Acceptance is forwarded to the officer once Senate confirmation is received.

c. REDESIGNATION OF TEMPORARY LDOS. LDOs whose current designator ends with 1 or 2, selected for redesignation to the RL, URL or Staff Corps in accordance with MILPERSMAN 1426-010, require a regular (Permanent) appointment. Designator changes for these officers will receive a new Oath of Acceptance (OPNAV 1000/20) document from Commander, Naval Recruiting Command (CNRC). The Oath of Acceptance is forwarded to the officer once Senate confirmation is received.

d. CHANGE OF DESIGNATOR FOR INACTIVE DUTY NAVAL RESERVE OFFICERS. All requests for change of designator for inactive duty reserve officers are processed by PERS-912, which issues notification of SECNAV approval and effective date of change.

2. CHANGE OF DESIGNATOR BY ASSIGNMENT OFFICERS. The following categories of changes are under the responsibility of the assignment officers:

a. TEMPORARY DESIGNATORS:

(1) Assignment/placement officers are permitted to change temporary designators to reflect a change in an officer's status or qualification <u>only</u> as follows:

(a) The second digit may be changed from a 1 to a 3 upon acceptance into a flight training status.

(b) The third digit may be changed as a result of warfare qualification. (See paragraph b. below.)

(2) Categories of changes that are under the responsibility of assignment officers include designator changes as a result of individual qualification within a community that do not require local or formal board action: 116X to 111X, 117X to 112X, 139X to 131X, 137X to 132X, 119X to 114X,

118X to 113X, and 146X to 144X.

(3) Procedures for Surface Warfare Officer Designation:

(a) Requirements for designation as a Surface Warfare Officer (111X) are promulgated in MILPERSMAN 1210-090 and detailed in OPNAVINST 1412.2 (series).

(b) Approved recommendations are routed to the cognizant grade assignment officer (with copy to the placement officer) who:

1. Validates that the requirements have been fulfilled and provides notification to the individual's CO with a copy to the approving authority (if not CO), PERS-312 and PERS-413. This notification will consist of a "By direction" letter signed by PERS-412. A sample letter is provided in Figure 9-2.

2. Inputs request for Additional Qualification Designation LA9 in accordance with NAVPERS 15839I Instruction.

3. Should an 116X designated officer fail to qualify within the periods of time specified in OPNAVINST 1412.2 (series), a report containing the circumstances and appropriate recommendation shall be submitted by the CO, via the chain of command, to the appropriate Surface Force Commander. The report will follow the guidelines established in OPNAVINST 1412.2 (series).

4. Recommendations for revocation of Surface Warfare designation are routed to PERS-41 via cognizant grade assignment and placement officer. The grade assignment officer promulgates the decision and blank AQD and occupation code if required.

(4) Designator changes involving the first or fourth digit (URL to RL, reserve to regular, etc.) are only to be made by N-13. Assignment officers desiring changes of this type (i.e., not through augmentation board action) will send a memo to N-13 to bring it to their attention.

(5) LIMITED DUTY OFFICERS (LDOs). For transfer within the surface LDO categories as a result of administrative boards held by PERS-412; for transfer within the submarine/nuclear LDO categories as a result of administrative boards held by PERS-422; for transfer within the aviation LDO categories as a result of administrative boards held by PERS-432; for transfer within the supply LDO categories as a result of administrative boards held by PERS-4412; for transfer from one warfare community to another as a result of administrative boards held by the losing assignment section; i.e., senior member of the board for an LDO (613X) requesting change of designator to 623X would be PERS-41.

(6) WARRANT OFFICER (REGULAR, RESERVE AND INACTIVE DUTY NAVAL RESERVE). For transfer within the surface warrant categories as a result of administrative boards held by PERS-412; for transfer within the submarine/nuclear warrant categories as a result of administrative boards held by PERS-422; for transfer within the aviation warrant categories as a result of administrative boards held by PERS-432; for transfer within the supply warrant categories as a result of administrative boards held by PERS-4412; for transfer from one warfare community to another as a result of administrative boards held by the losing assignment section; i.e., senior member of the board for a warrant (713X) requesting change of designator to 723X would be PERS-41.

3. OFFICER TRAINING ATTRITES AND REDESIGNATION/LATERAL TRANSFER:

a. This policy sets forth procedures for the redesignation or separation of active duty officers who are warfare trainees and who fail to complete their warfare training prior to receiving final warfare designation. These procedures also apply to active duty officers in the Restricted Line or Staff Corps who fail to complete training requirements for intitial fleet assignments.

b. The Navy may separate officers after initial warfare training disenrollment, even though a mandatory service obligation still exists. Separation will be limited to those officers not offered redesignation after completion of the training attrite redesignation process, with the Assistant Secretary of the Navy for Manpower and Reserve Affairs making the final determination for separation. All officers who have attrited from initial warfare training will submit a package for redesignation and separation review.

c. Officers who were previously redesignated as 110X or 130X (General URL or General Aviation) by the training attrite process may apply to the Semi-annual Transfer/Redesignation Board for redesignation into a URL, RL, or Staff Corps community. These officers must have served one year at their present duty station as an 110X or 130X prior to applying for redesignation.

d. All training attrites will be processed in the following manner:

(1) The attriting community will prepare and forward to PERS-451 an administrative package which will include: a drop from training report from the individual’s command, a command endorsement, college transcripts, and other pertinent information (i.e. PQ/NPQ for requested designator, personal statements, etc.). For those officers requesting redesignation to the aviation community the package will also contain a current flight physical and Aviation Service Test Battery (ASTB) scores. For those officers requesting redesignation to Special Warfare or Special Operations the package must include a current dive physical and physical fitness test results. Incomplete packages will be returned to the attriting community.

(2) An officer on medical hold, limited duty, or awaiting legal/punitive action, will retain his/her designator and be returned to the attriting community with no further action taken until the officer’s status is resolved.

(3) Officers who have negative endorsements from their commands, or who have been found guilty of misconduct, will have their packages forwarded to Pers-834 for a recommendation regarding separation from the service. Pers-834 will staff the package for separation through the CNPC to the Assistant Secretary of the Navy for Manpower and Reserve Affairs. Packages of officers who are selected for separation will be sent back to the parent community detailers for processing.

(4) Training commands shall send a letter to the Officer’s Detailer within 10 days from the date the officer is separated from training. The following items at a minimum shall be addressed in the command’s letter: date of attrition, officer’s first three requests for redesignation, active commissioning base date, start training date, college attended, major, reason for attrition, whether the officer is physically qualified for unrestricted line designation and command endorsement.

(5) The Unrestricted Line (URL) will always be the priority for

redesignation of physically qualified officer training attrites.

(6) Surface Nuclear Power (116X) attrites will normally retain their designator and automatically proceed with conventional surface warfare training. Exceptions will be considered on a case basis. Submarine Nuclear Power (117X) attrites will normally be redesignated to another URL community.

(7) Warfare non-attains, other than aviation, will be redesignated according to this training attrite policy. Aviation officers who complete training through winging (131X or 132X) and subsequently fail to complete follow-on training for any reason other than voluntary drop will be processed via FNAEB action. Winged aviators voluntarily terminating follow on training will be redesignated 13XX and be placed under Pers-43 control for detailing.

(8) Officers who attrite from initial warfare training and who were previously warfare qualified in another community will revert back to their original URL community for detailing.

(9) Officers training attrites not selected for redesignation in the URL will normally be redesignated in their parent warfare community (i.e., 110X or 130X) to fill valid sea duty requirements. Should parent community requirements not require their retention within the community and, when it is determined that the needs of the Navy may be better served, these officers may be redesignated into the RL or Staff Corps.

(10) Officer training attrites who are not physically qualified for the URL will normally be redesignated into the RL or Staff Corps.

(11) An overview of the redesignation process is shown in Figure 9-3.

e. Since most attriting officers are ensigns without observed fitness reports, the item of interest in an officer’s service record are his/her college major and transcript, which are not always indicative of the officer’s true motivation and capabilities. For this reason, it is imperative that the attriting officer’s command submit a substantive endorsement outlining any particular skills, physical qualification, and potential for a career as a Naval Officer.

f. All officers are to be informed that voluntary separation is not an option after initial training disenrollment. Except for the few attriting officers whose performance and potential make other action appropriate, all training attrites will be redesignated.

4. AVIATION TERMINATION:

a. In accordance with MILPERSMAN 1610-020, a change to a 130X designator may occur when a 131X officer is disqualified from duty involving flying due to Voluntary Termination (VOLTERM), the finding of a Field Naval Aviation Evaluation Board (FNAEB), identification as a substance abuser, or through medical disqualification. Officers who are flight attrites and are not selected for redesignation may be redesignated 130X for purposes of completing active obligated service.

b. Action - PERS-43. The following procedures apply:

(1) 131X/132X VOLTERM or FNAEB

(a) Regular and reserve officer designators are changed to 130X immediately. These officers will be required to fulfill their Minimum Service Requirement (MSR).

Any officer whose record indicates substandard performance of duty as defined in enclosure (3) of SECNAVINST 1920.6 (series) is identified to PERS-8 for processing for separation.

(2) 131X/132X Medical Disqualification

(a) REGULAR OFFICER. Retains aviation qualified designator during informal lateral transfer/redesignation process in accordance with MILPERSMAN 1610-020. Redesignation to 1300 occurs only upon unsuccessful lateral transfer/redesignation request.

(b) RESERVE OFFICER. Retains aviation qualified designator during informal lateral transfer/redesignation process in accordance with MILPERSMAN 1610-020. Unsuccessful change of designation normally results in release from active duty unless redesignation as 1305 is approved by PERS-4.

(c) ORDERS. Officers are ordered to 13XX billets as determined by needs of the service.

(d) Once designated 130X, subsequent redesignation can only be accomplished via the formal transfer/redesignation board.

(d) See article 9.2, paragraph f. for guidance on HIV-positive officers.

(3) 137X/139X Flight Attrite: see article 9.2, paragraph 4.

(4) 131X/132X Drug Abuse regular and reserve officers, designators are changed to 130X immediately with subsequent processing for separation in accordance with MILPERSMAN Article 1610-020 and SECNAVINST 1920.6 (series).

c. PERS-4 APPROVAL REQUIREMENTS:

(1) Redesignation as a 1305 following unsuccessful change of designator resulting from medical disqualification of a USNR officer.

(2) More than one tour as a 1305.

(3) Exceptions to this policy.

5. SWO/SUB WARFARE DESIGNATION REVOKED QUAL TERMINATION (111X/112X):

a. 11XX warfare-qualified officers whose qualifications are revoked do <u>not</u> have their designators changed to 110X but instead retain their present designator while losing the appropriate Additional Qualification Designator (AQD).

b. These officers will be required to fulfill their Minimum Service Requirement (MSR).

Any officer whose record indicates substandard performance of duty as defined in enclosure (3) of SECNAVINST 1920.6 (series) is identified to PERS-8 for processing for separation.

c. SWO/SUB WARFARE NON-ATTAINMENT (116X/117X). These officers will be required to fulfill their Minimum Service Requirement (MSR). Staffing requirements for redesignating non-attains are identical to those delineated for training attrites (paragraph 4).

6. REGULAR AND RESERVE OFFICER; MEDICAL DISQUALIFICATION. Officers being processed due to medical disqualification for sea/submarine or aviation duty (MILPERSMAN Article 1610-020 applies) are retained in their present designator.

a. When medical disqualification occurs prior to attainment of warfare qualifications or completion of initial warfare training the officer will be redesignated using procedures in paragraph 4.

b. When medical disqualification occurs subsequent to warfare attainment then lateral transfer shall be requested using the procedures in Milpersman 1210-010.

7. HUMAN IMMUNODEFICIENCY VIRUS (HIV) INFECTED OFFICERS:

a. SECNAVINST 5300.30(series) requires that members who test positive for HIV but do not demonstrate evidence of progressive clinical illness or immunologic deficiency are retained in the Naval service, unless some other independent reason for separation under SECNAVINST 1920.6 (series) exists. These members are required to be assigned to CONUS shore duty activities within 300 miles of a designated Navy Medical Treatment Facility (MTF). Further restrictions are made on a case-by-case basis in accordance with SECNAVINST 5300.30(series).

b. The separation of officers based solely upon their having tested positive for HIV is strictly prohibited. However, the separation of these officers when warranted under the provisions of SECNAVINST 1920.6 (series) (2 x FOS, misconduct, substandard or non-competitive performance of duty, etc.) remains in effect.

c. Officers disqualified for sea, submarine or aviation duty by reason of testing positive for HIV and desire retention on active duty:

(1) Warfare Qualified URL (111X, 112X, 113X, 114X, 131X, and 132X)

(a) REGULAR OFFICER. Is retained. Officers desiring a change of designator may be staffed for transfer/redesignation using the procedures outlined in MILPERSMAN 1212-101.

(b) RESERVE OFFICER. Is reviewed for competitiveness for further assignment in accordance with article 10.7. This review includes, if desired by the officer, transfer/redesignation processing using the procedures outlined MILPERSMAN 1212-101. Competitive officers are retained. Officers found non-competitive for further assignment may be proposed to SECNAV for Involuntary Release from Active Duty (IRAD).

(2) Warfare Training URL (116X, 117X, 118X, 119X, 137X, and 139X)

(a) REGULAR OFFICER. Is retained and staffed for designator change in accordance with article 9.2, paragraph 3. Officers failing to redesignate are assigned designator 1100/1300.

(b RESERVE OFFICER. Is reviewed for competitiveness for

further assignment in accordance with paragraph b above and article 10.7. Officers failing to redesignate but who are otherwise competitive are retained within designator 1105/1305. Officers found non-competitive for further assignment may be proposed to SECNAV for IRAD.

(3) RL/Staff Corps/110X

(a) REGULAR OFFICER. Is retained in present designator.

(b) RESERVE OFFICER. Is reviewed for competitiveness for further assignment in accordance with article 10.7. Competitive officers are retained in their present designator. Officers found non-competitive for further assignment may be proposed to SECNAV for IRAD.

d. Officers disqualified for sea, submarine, and aviation duty resulting from testing positive for HIV who desire voluntary separation (RESIG or RAD):

(1) REGULAR OFFICER. Processed in accordance with the procedures contained in article 10.1.

(2) RESERVE OFFICER. Processed in accordance with the procedures contained in article 10.6.

e. ASSIGNMENT AND RETENTION

(1) ALL OFFICERS. Are assigned to a valid shore billet within 300 miles of a designated Navy MTF. They remain eligible for assignment unless separation is warranted under the provisions in SECNAVINST 1920.6 (series) (2 x FOS, misconduct, statutory retirement, substandard performance, etc.) or are found physically unfit for further duty.

(2) RESERVE OFFICERS. Reserve officers who are HIV positive continue to be reviewed for competitiveness for further assignment at PRD in accordance with article 10.7 or when directed with regard to overall USNR end strength management. Officers found not competitive may be proposed to SECNAV for IRAD.

f. REVIEW FOR COMPETITIVENESS. Competitiveness for further assignment is based upon comparative performance in relation to billet requirements and end strength within an officer's competitive category (designator and rank).

g. N130. N130H chop is required on all actions involving the retention or separation of HIV positive officers. Appropriate documentation regarding the member's HIV status can be provided by N130 as necessary.

h. CONFIDENTIALITY. Confidentiality and sensitivity of correspondence regarding HIV positive individuals shall be adhered to strictly. All HIV-related RAD/RESIG packages are processed separately with all correspondence regarding HIV individuals hand carried and marked SENSITIVE - FOR OFFICIAL USE ONLY.

8. POSTGRADUATE SCHOOL. Officers entering postgraduate school, as required for prospective 510X and 410X, will change designators upon reporting for school. PERS-4413 and PERS-4414 forward names to PERS-851 along with the date of entering school. N-13 submits the ODI to change designators as of the date entering school and informs PERS-80 to update the precedence card (PC).

9. Medical department officer student candidates (19XX) will have their designators changed upon completion of their academic requirements to 21XX, 22XX or 23XX as appropriate.

10. Officers designated for participation in the Engineering Duty Officer (ED) option program or the Oceanography option program will have their designators changed to 146X or 180X respectively upon approval from the responsible assignment branch head at NPC to exercise their option.

11. Community Accession Offsets Resulting from ad hoc Lateral Transfers and Change of Designator Codes

a. Within the limitations established by MILPERSMAN Articles 1520-030, 1520-050 and 1542-010, officers desiring redesignation within the URL (via a training pipeline (116X, 117X, 119X, 137X, 139X) as well as warfare qualified officers requesting 110X designation) may request transfer directly to the desired community vice submitting an application to a formal redesignation board. PERS-80 is notified at that time by the gaining detailer via memorandum to issue a redesignation letter.

b. To allow community accession offsets and to ensure precise officer end strength management, all ad hoc lateral transfer/redesignation requests, including direct requests under the provisions of the MILPERSMAN, are staffed through N-131.

12. N-131 NOTIFICATION OF CHANGE OF DESIGNATOR

a. N-131 requires timely notification of all changes to officer designator codes made by detailers to update Promotion History Cards manually. In that regard, each assignment division is required to provide PERS-80 a monthly list of all URL designator changes (e.g., 1390 to 1310, 1165 to 1115, 1175 to 1105, etc).

b. In cases in which the designator change involves a change of community (e.g., flight attrite to surface), the gaining assignment division is responsible for including that individual on their monthly report. Monthly reports are required by the end of each month. An annotated ODIS listing satisfies this requirement, which shall remain in effect until such time as N-131 is automated with OAIS/ODIS capability.

13. NOTIFICATION OF OFFICER APPLICATIONS THROUGHOUT NPC

a. Current end strength constraints dictate each community closely monitor their manpower. Confusion has arisen concerning officers who request training in another community separate from a redesignation request. Approval of these training requests results in a redesignation request from the member which is staffed to the losing community. Disapproval by the losing community then results in poor service to and confusion on the member's part.

b. The following policy is for processing requests for training in a community other than an officer's current community. This article pertains to officers applying for change of designator, service schools, advanced education or similar programs.

(1) The request shall have the approval of the member's current assignment division director before the officer is considered for the training. Figure 9-4 is the recommended form to document approval.

(2) Any conflict is resolved prior to the member receiving any

notification.

(3) Any conflict of interest that cannot be resolved by the communities concerned is resolved by PERS-4.

9.3 INTERSERVICE TRANSFER OF OFFICERS OF OTHER SERVICES TO THE NAVY

1. RESPONSIBILITY. NPC (PERS-80) is responsible for processing and coordinating all Navy actions necessary for the interservice transfer of officers to the Navy from other services.

2. QUALIFICATIONS. Applicants for interservice transfer to either the Regular or Reserve component of the U.S. Navy are referred to PERS-80 for processing provided:

a. Applicant meets all eligibility requirements as prescribed by DoD Instruction 1300.4 (for Regular and Reserve Officers on active duty), and DOD Instruction 1205.5 (for Inactive Reserve Officers).

b. Applicant is physically qualified for designator requested as determined by the Naval Medical Command, and NAMI in the case of aviators.

c. A vacancy exists in the community requested.

d. They are within authorized strength limitations (if on active duty).

e. Approval of transfer has been obtained from the Secretary of the losing department.

3. APPROVAL. Final approval for transfer must be granted by the Assistant Secretary of the Navy for Manpower and Reserve Affairs (ASN M&RA) for regular officers.

4. General Processing Procedures

a. Interservice transfer to the Navy is originated by the individual. When initiated, it is forwarded through channels to the Secretary of the losing military department to the Secretary of the gaining military department (or his/her designee).

b. PERS-80 accomplishes the following:

(1) Acknowledges receipt of the application.

(2) Orders subject's military records.

(3) Obtains physical status from BUMED (Code 252).

(4) Establishes/obtains dates of rank PERS-931 for inactive reserve officers.)

(5) Routes to appropriate PERS-4 (detailers) and N-131 (Community Manager) for comments, chops, and recommendations. Inactive reserve officers are also routed to PERS-911 to obtain their reserve status. Cognizant assignment branches within PERS-4 are required to complete community approval/disapproval action within seven working days of receipt from PERS-80.

(6) Regular and active duty reserve officer requests are

forwarded to SECNAV for concurrence.

(7) On disapproval, sends the officer a non-select letter; if approved, the officer is sent a select letter, and an appointment is ordered from COMNAVCRUITCOM (Code 13). A copy of SECNAV approval together with a copy of subject's application is forwarded to the gaining detailers.

(8) On approved transfers, forwards regular and reserve records to PERS-326 to determine pay entry base date, then to PERS-313D to create an officer's record.

c. On regular and active duty reserve officer approvals, PERS-80 forwards the appointment to the officer via the losing service separations branch. Concurrently, the detailer directs orders to the nearest naval facility or to the officer's initial duty assignment. Inactive appointments are forwarded by COMNAVCRUITCOM to the officer via the appropriate reserve unit.

## 9.4 IN-SERVICE PROCUREMENT PROGRAMS

1. Limited Duty Officer/Warrant Officer Programs

a. Procedures for requesting appointment in the U.S. Navy or Naval Reserve as an LDO or CWO are contained in BUPERSINST 1131.1 (series).

b. Eligibility requirements contained therein are specified by Secretarial Regulations for which waivers are not granted. Active-duty LDOs and CWOs are selected by the In-service Procurement Board that meets annually in January. Inactive-duty LDOs and CWOs are selected by the In-service Procurement Board that meets annually in February.

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 on or about 1 October following the board. Appointments to CWO grades are as permanent officers; appointments to LDO (active duty) are to temporary officer status with permanent warrant or enlisted status as appropriate.

d. Upon selection, PERS-80 submits appropriate changes to the enlisted master file to flag the candidate as a selectee and prepares an ODI that drops the appointee from the enlisted files and creates an officer master record.

e. All newly appointed LDOs and CWOs are ordered to duty via NAVAVSCOLSCOM for indoctrination training as quotas are available or as required for immediate assignment to duty. Exceptions are only made for those 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.

2. Medical Service Corps. Procedures for requesting appointment in the Medical Service Corps Health Care Administration Section and the Active Duty Physician Assistant Chief Warrant Officer Conversion Program are contained in BUPERINST 1131.3 (series). NPC (PERS-80) receives applications and checks them for eligibility requirements. The selection board is convened annually, approximately during the December time frame. Results are published by NAVADMIN.

3. Medical Enlisted Commissioning Program. Eligibility requirements and

application procedures for requesting appointment to commissioned status in the Nurse Corps, U.S. Naval Reserve, are contained in BUPERINST 1131.4 (series). Applications are sent to NPC (PERS-80). The selection board convenes annually during the December timeframe. Results are published by NAVOP.

4. Uniformed Services University of the Health Sciences (USUHS). Procedures for requesting admission to the School of Medicine, Uniformed Services University of the Health Sciences are contained in SECNAVINST 1500.8 (series). PERS-80 coordinates with the appropriate assignment officer in granting applicants permission to apply. Subsequent to approval of USUHS board results, PERS-80 promulgates selection by individual letter, notifies losing detailers and coordinates the pre-appointment process as a 1975 with COMNAVCRUITCOM (Code 13). Selectees must be made available to PERS-4415 in time to meet the class convening date (July/August).

## 9.5 CONSIDERATION OF ACCESSIONS, INTERSERVICE TRANSFERS AND RECALLS FOR ACTIVE DUTY PROMOTION SELECTION BOARDS

1. Staff corps appointees (e.g. Medical Corps, Dental Corps, JAG Corps, Chaplain Corps, etc.) ordered to active duty with constructive time, officers who have transferred into the Navy from other military services and officers recalled to active duty are placed on active duty precedence lists under provisions contained in MILPERSMAN article 1320-150, SECNAVINST 1420.1 (Series), SECNAVINST 1427.2 (Series) and DoD Directive 1300.4. These provisions often result in eligibility for consideration of these officers for promotion, in zone or above zone, by an active duty promotion selection board, within one 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.

2. Officers in the Navy who are commissioned 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 greater than the rank of ENS, are afforded the opportunity to serve in their present rank for a period of at least one year prior to being eligible for consideration for promotion. Each community assignment officer is responsible for ensuring officer appointees are aware of this opportunity and are counseled concerning the procedures required for Qualification compliance.

3. Assignment officers are responsible for ensuring PTEXT 77035 (statement concerning deferment option) is included in all orders for officers who fall within this category.

Figure 9-1

OFFICERS SELECTED BY THE TRANSFER/REDESIGNATION BOARD (SAMPLE LETTER)

From:
To: PERS-80

Subj: DESIGNATOR CHANGE FOR OFFICERS SELECTED BY THE TRANSFER/REDESIGNATION BOARD

Ref: (a) OTM Article 9.2

The following officers have been selected for (_____). In accordance with reference (a), request the below list of officers be redesignated (_____) on the accession dates indicated.

| NAME | SSN | OLD DESIG | ACTUAL DESIG | PROJECTED ACCESSION DATE | NEW ACCESSION DATE | DUTY STATION |
|---|---|---|---|---|---|---|

Figure 9-2

SURFACE WARFARE OFFICER QUALIFICATION (SAMPLE LETTER)

From: Deputy Chief of Naval Personnel
To: _____
Via: Commanding Officer

Subj: QUALIFICATION AS A SURFACE WARFARE OFFICER

Ref: (a)
(b) MILPERSMAN 1210-090

1. It is a pleasure to advise you that your qualification as a Surface Warfare Officer, requested and approved in reference (a), is confirmed in accordance with the provisions of reference (b).

2. This qualification is a mark of professional achievement and identifies you as an officer who has demonstrated significant proficiency in the art of surface warfare. Your accomplishments in the demanding environment of a sea-going officer are recognized, and your effort in attaining the Surface Warfare Officer qualification is noted with pleasure.

3. The Surface Warfare qualification will become part of your official record and included on your Officer Data Card.

4. Congratulations!

(PERS-41)
By direction

Figure 9-3

OFFICER TRAINING ATTRITE
REDESIGNATION PROCESS

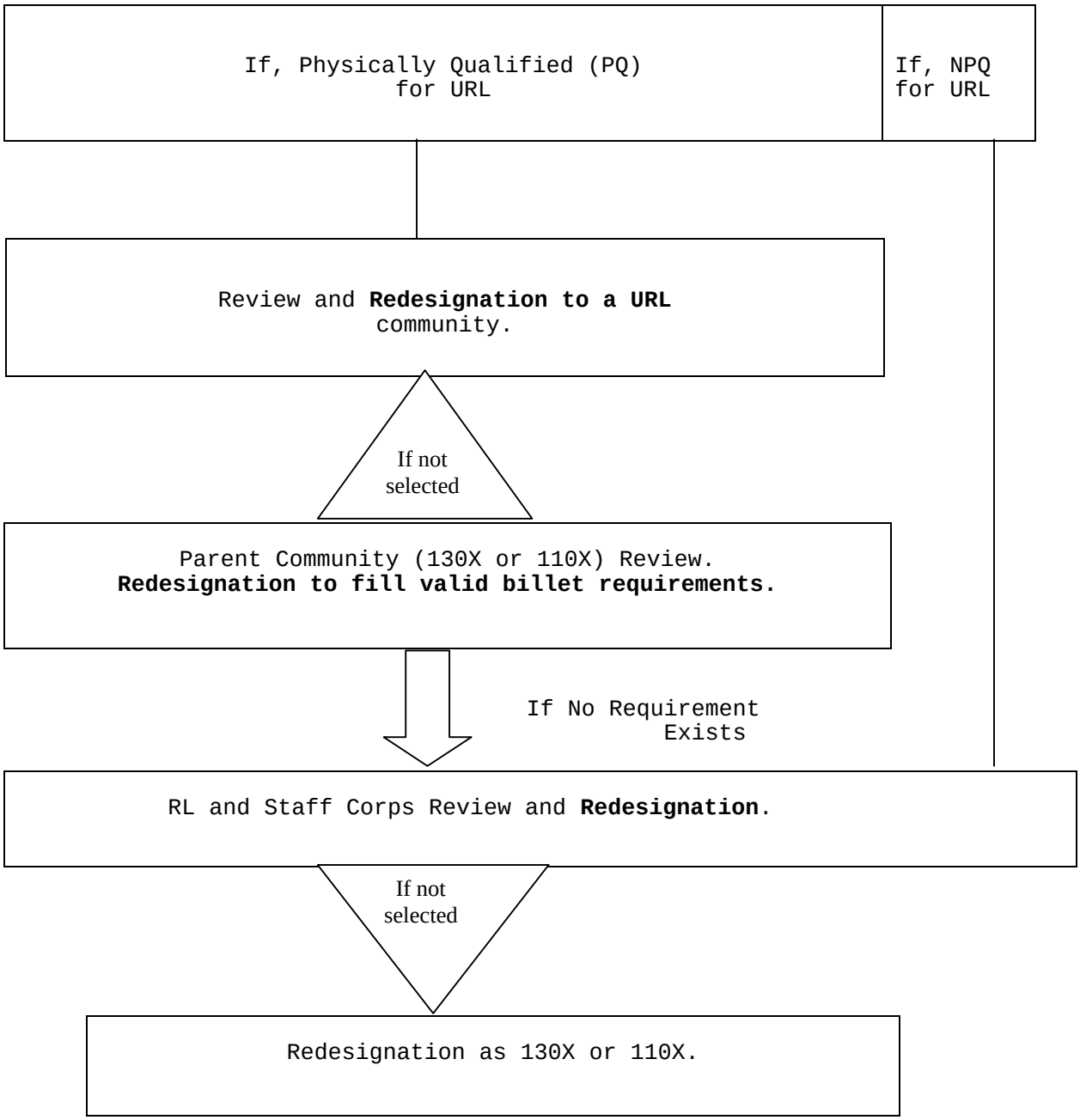

Figure 9-4

OFFICER DESIGNATOR CHANGE REQUEST (COVER SHEET)

NAME (LAST) (FIRST) (MIDDLE) RANK SSN DUTY STATION

PRESENT DESIG REQUESTED DESIG

RECOMMENDED (CHECK ONE)

REMARKS
APPROVAL
RETENTION OF
PRESENT DESIG

DATE SIGNATURE

REDESIGNATE RECOMMENDED (CHECK ONE)

REMARKS
APPROVAL
RETENTION OF
PRESENT DESIG

DATE SIGNATURE

REDESIGNATE RECOMMENDED (CHECK ONE)

REMARKS
APPROVAL
RETENTION OF
PRESENT DESIG

DATE SIGNATURE

REDESIGNATE RECOMMENDED (CHECK ONE)

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REDESIGNATE RECOMMENDED (CHECK ONE)

REMARKS
APPROVAL
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PRESENT DESIG

DATE SIGNATURE

REDESIGNATE

CHAPTER 10

RESIGNATIONS, RETIREMENTS, INTERSERVICE TRANSFERS AND VOLUNTARY TERMINATIONS


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# CHAPTER 10

## RESIGNATIONS, RETIREMENTS, INTERSERVICE TRANSFERS FROM NAVY, AND VOLUNTARY TERMINATIONS

### 10.0 INTRODUCTION

This chapter pertains to resignations, retirements, interservice transfers, voluntary release from active duty and voluntary termination of temporary officer appointments. Contained within are specific policies concerning active duty and inactive duty, regular and reserve officers. An Officer Separation Matrix is provided in Figure 10-1. Because of the essentially statutory nature of these matters, much less flexibility or exception is possible. It is essential that detailers, placement officers and administrative support personnel dealing with these matters clearly understand that each category of officers (for example, regular, reserve, temporary, warrants) has its own particular statutes governing release and continuation; hence, users are cautioned to be precise in their use of this section. It must further be noted that RELEASE policies fall into two broad categories; for example, INVOLUNTARY and VOLUNTARY. The latter category includes resignations, some retirements and Release from Active Duty (RAD).

### 10.1 RESIGNATIONS

1. POLICY. The policy of the Secretary of the Navy concerning the unqualified resignation of an officer of the Regular Navy and Naval Reserve on active duty is set forth in SECNAVINST 1920.6 (series). Naval Military Personnel Manual (MILPERSMAN) 1920-190 contains the format for resignation requests. MILPERSMAN 1920-200 provides the policies and procedures governing submission, approval, extension and withdrawal of unqualified resignations. Action on any resignation is governed by the needs of the service, including availability of a qualified relief. Favorable consideration is normally given to an officer who will have no active duty obligated service remaining on the requested resignation date and who has complied with submission procedures. Reasons for denial of an officer's resignation are outlined in MILPERSMAN 1920-200. The processing of unqualified resignations is the responsibility of NPC (PERS-834).

2. SUBMISSION PROCEDURES. Resignations will be submitted to reach NPC (PERS-834) at least nine months but no more than twelve months in advance of the desired detachment date. Officers shall submit their written resignation requests to their Commanding Officers in accordance with MILPERSMAN 1920-190. The Commanding Officers shall endorse the request and forward it to NPC, PERS-834. A copy will also be forwarded to the local PSD. The local PSD shall forward the request to NPC via the Diary Message Reporting System (DRMS) or via the Source Data System (SDS), and shall retain the copy of the written request in the officer's service record. If a resignation is delayed reaching NPC (PERS-834) through no fault of the officer concerned, a constructive receipt date (21 calendar days following the date of the officer's request) is assigned. A message is sent to each officer acknowledging receipt of the resignation by NPC. The acceptance of an officer's resignation may be deferred and withdrawal requests may be disapproved in order to maintain officer personnel strengths at the necessary levels. NPC may approve a resignation date that is later than the date requested by the officer in order to provide for orderly relief, to minimize gapping of the billet, or to complete processing of the request.

3. TIMING, APPROVAL, PROCESSING AND WITHDRAWAL

a. Officers of the regular Navy and Naval Reserve serving on active duty who submit their resignations may expect favorable action thereon, provided they have fulfilled the service requirements as set forth in SECNAVINST 1920.6 (series). The requirement for resignations to reach the NPC (PERS-834) at least nine months but no more than twelve months in advance of the desired detachment date is necessary to allow for proper detailing. Processing and mailing the resignation request normally requires approximately one to two months from receipt of the request in NPC. If the officer concerned requires separation orders more than three months prior to his or her detachment date, the officer shall inform PERS-834 in writing or by phone call after the resignation has been approved. In addition, a regular officer must request resignation or notification of intent to resign at least six months prior to the officer's Projected Rotation Date (PRD). Once NPC issues orders or notifies the officer that orders are being issued, the officer's resignation is normally withheld until the requirements contained in paragraph 4 below are met. This notification may be accomplished in person, by official letter, message or by telephone. Personal or telephonic notification must be followed up by official letter or message.

b. Within NPC, PERS-834 initiates the processing and maintains control of resignations of officers on active duty, and issues NPC orders for those recommended for approval in accordance with the recommendations as approved by CNPC for CNPC. PERS-834 maintains a database of all active duty resignations received, prepares staff sheets and routes the resignation request to the appropriate placement officer, assignment officer, assignment branch head, and division director for approval/disapproval recommendations. Should the recommendations and/or dates of detachment of the placement/assignment personnel differ, the PERS-4 assignment officer apprises the PERS-4 placement officer. Obligated service must be waived per this article (10.1 paragraph 8). Upon approval of the assignment division director, PERS-834F then has control of the officer for separation purposes.

(1) Upon receipt of a Resignation Withdrawal Request from PERS-834, the losing placement officer chops the request and forwards it to the appropriate assignment officer, assignment branch head, and division director. Upon approval of the withdrawal, PERS-4 placement and assignment officers effect modification in OASIS. PERS-834F will cancel any separation orders.

(2) Upon receipt of a Resignation Modification Request from PERS-834, the losing placement officer, appropriate assignment officer and the division director annotate and sign the case concerning the reconsideration of a resignation. Upon approval of the reconsideration, PERS-4 placement officer and assignment officer effect modifications in OASIS. PERS-834 maintains control of the officer for separation purposes.

4. WITHHOLDING APPROVAL OF RESIGNATION

a. Resignation approval may be withheld by NPC for the following reasons:

(1) Officer has not completed Minimum Tour for Separation (MTS) or Prescribed Tour Length (PTL) requirements as specified in chapter 3.

(2) Officer has not completed active duty obligation incurred through participation in accession, education, medical, or other training programs; through augmentation or lateral transfer/ redesignation between competitive categories; or has received incentive pay, continuation pay or bonuses.

(3) Regular officer has not submitted resignation requests in accordance with MILPERSMAN 1920-200 or USNR has not submitted resignation request in accordance with MILPERSMAN 1920, and who are issued orders or are notified of NPC intent to issue orders within six months of the first day of their projected rotation dates. These officers are obligated to execute those orders. NPC intent to issue orders may be accomplished in person, by official letter, message or telephone. Verbal notification must be followed-up by official letter or message.

b. Officers who have submitted Letters of Intent to resign 6 months prior to their PRDs, in accordance with MILPERSMAN 1920-200 will normally not be forced to accept orders that will keep the officer on active duty beyond his or her desires.

5. MINIMUM ACTIVE DUTY SERVICE REQUIREMENT (MSR). Officers of the regular Navy and Naval Reserve incur a minimum required active duty service obligation which is specified in the directive which describes the commissioning source program or in the service agreement executed by the officer. Additional service obligations incurred by schooling are outlined in Chapters 5, 7, and 8 of this manual. The requirements pertain regardless of whether the member's participation in the accession, education, medical, or other program is for duty, temporary duty or temporary additional duty.

a. Officers of the Regular Navy and Naval Reserve incur a minimum required active duty service obligation as specified in the applicable directive describing the program through which the officer obtained his or her commission, or as specified in the service agreement executed by the officer. Additional service obligations incurred by schooling are outlined in Chapters 6 and 7 of this manual. The ultimate responsibility for determining obligated service rests with the officer's detailer.

b. Requests for resignation which are to become effective at the completion of the period of minimum required active duty service must be submitted in time to be received by NPC in accordance with the provisions of paragraph 3 above.

c. Officers Within MSR. Officers wishing to resign at the completion of their minimum active duty service requirement (MSR) must notify NPC (PERS-834) by official letter of the intent to resign at the end of the service obligation. This letter of intent must reach NPC (PERS-834) no less than six months prior to the first day of the month of an officer's PRD. The officer must also submit the actual resignation request within the time frame specified in this article (10.1 paragraph 2).

6. MILITARY SERVICE OBLIGATIONS (MSO). FY-84 Department of Defense Authorization Act authorized the Secretary of Defense to increase Military Service Obligation (MSO) from six to eight years for all persons entering military service. Any part of such service that is not active duty or that is active duty for training shall be performed in a reserve component. The purpose of this legislation is to increase pre-trained manpower in Individual

Ready Reserve and Inactive National Guard to levels needed for wartime requirements. (MSO should not be confused with active-duty obligation.) All officers submitting voluntary resignations are considered for an appointment in the Naval Reserve if their total eight year Universal Military Training and Service (UMT&S) obligation has not been completed as prescribed in SECNAVINST 1920.6 (series). Officers 26 years of age or less who entered the service after passage of this act are normally required to complete eight years of military service obligation.

7. REQUEST FOR APPOINTMENT IN THE NAVAL RESERVE. All officer voluntary resignations are contingent upon an appointment in the Naval Reserve if their total eight year Universal Military Training and Service (UMT&S) obligation is not completed. In addition to processing the resignation, NPC (PERS-834) also processes a regular Navy officer’s request for appointment in the Naval Reserve if the officer is beyond this statutory service obligation. Reserve appointment requests are staffed concurrently with a resignation through the placement officer, assignment officer, assignment branch head, and division director when applicable. A reserve appointment is offered based on a review of the officer's performance and experience on active duty, as well as the need for the officer's skill in grade and competitive category within the Naval Reserve. If the appointment is offered, the appointment is forwarded to the separation activity by separate cover and after orders are issued. Officers who have completed their Military Service Obligation (MSO) may accept or decline the appointment.

For those officers who have not completed their MSO, the resignation is accepted contingent upon appointment in the Naval Reserve, if the appointment is offered by NPC. Separation orders reflect that an appointment in the Naval Reserve is required. Should the officer decline the appointment, separation processing discontinues. Officers who resign, contingent upon acceptance of a reserve commission, must execute the appointment at separation processing. The appointment may be predated and presigned if necessary. If the appointment has not been received at the separation activity, a copy can be obtained. Contact NPC (PERS-803) or COMNAVCRUITCOM (Code 13) for a copy of the appointment.

8. WAIVERS OF SERVICE OBLIGATION (RESIGNATIONS/RETIREMENTS)

a. Final approval of requests for voluntary resignation/retirement rests with the Secretary of the Navy. Authority for final review of resignations has been delegated to CNPC.

b. All resignations requiring waivers of active duty obligated service are routed to PERS-4.

c. Waivers of Service in Grade (SIG) or Time in Grade (TIG) will be routed through PERS-4 for final review/approval within NPC.

9. SECNAV INTEREST. SECNAV has directed that resignations of the following types be referred to him/her:

a. Those which merit disapproval in which there has been congressional interest of other than routine nature.

b. Unusual or controversial cases, such as one involving an officer holding a key billet in a high priority program or one in which there is an element of doubt as to an officer's service obligation.

10. APPROVALS. Unless impracticable, a message or status letter is sent to the officer informing him/her of the action recommended by action officers and approved by CNPC. Except for those resignations under the cognizance of PERS-8, PERS-834 issues separation orders three months prior to the approved separation date.

11. DISAPPROVALS. The Chief of Naval Personnel has delegated authority to PERS-4 to determine which resignations meet the criteria for approval. Only those resignations meeting these criteria or recommended exceptions are forwarded to CNPC. PERS-834 replies by letter to resignations which are disapproved by PERS-4 and not forwarded to CNPC and includes the reasons for this action.

12. WITHDRAWAL OF RESIGNATIONS. A resignation has no effect until it has been accepted by CNPC on behalf of the Secretary of the Navy, but, once accepted, any subsequent withdrawal request may be rejected. On receipt of an officer's withdrawal request, the CO will notify PERS-834 by message in order that the resignation processing may be held in abeyance. The letter request, which is forwarded by endorsement within 10 days of the message notification, is sent to PERS-834 for consideration and processing.

13. CANCELLATION. From time-to-time, the resignation of an officer may be canceled prior to completion of separation processing. This action is normally based on the recommendation of the resignation staff. A recommendation for approval of the cancellation of existing orders without a request for withdrawal of the resignation from the officer normally is made in the following instances:

a. If the officer concerned is in a grade or code category in which officers are being involuntarily recalled to active duty; or

b. If the officer's services are urgently required.

14. MODIFICATION OR CORRECTION OF RESIGNATION ORDERS. PERS-4 may modify or correct an order accepting an officer's resignation to the extent of changes and corrections in detachment date, transportation, point of separation and other minor changes and administrative matters. Recommended changes concerning an officer's resignation must be coordinated through PERS-834.

15. RESIGNATION OF OFFICERS ON INACTIVE DUTY. The Naval Reserve Personnel Center, New Orleans, LA (NRPC NOLA) is responsible for processing, controlling and issuing appropriate orders accepting the resignations of Naval reserve officers on inactive duty.

16. GUIDELINES IN COMPLETING RESIGNATION STAFFING. The following guidelines are adhered to by the applicable detailer when completing resignation staffing:

a. Resignation should be held to the nine month time frame but will still be staffed and processed if received within the nine month window.

b. If a resignation is being approved for a different month than requested, provide the reason.

c. Provide the number of dependents, PRD, and date reported on board

current duty station.

d. Provide promotion information and dates of rank if required. Also verify Active Commissioning Base Date (ACBD), home of record, and place of entry.

e. Provide active duty obligation date (MSR, augmentation, redesignation, PG School, Department Head School or bonus and include waiver form if required).

f. Provide MTS/PTL date.

g. Make recommendation on Reserve Appointment whether or not constituent requests it.

h. If an officer's resignation is approved and that officer has PCS orders pending, initiate cancellation of those orders. They must be out of the system by the time resignation orders go to orderwriting.

i. If a resignation case is being turned over to PERS-82 for processing, return the letter of request to PERS-834 with a note attached. PERS-834 provides PERS-82 with a copy of the request.

j. If an officer desires to withdraw a resignation request, return the case to PERS-834 with a note attached.

## 10.2 RETIREMENTS

1. VOLUNTARY RETIREMENT OF REGULAR OFFICERS. MILPERSMAN is the basic directive on retirement of regular and reserve personnel. The processing of all retirements is the responsibility of NPC (PERS-8). The Disability Evaluation Manual (SECNAVINST 1850.4) establishes rules and regulations applicable to the Navy Disability Evaluation System. SECNAVINST 1811.3 (series) sets forth policy concerning retirement of commissioned officers with 20 or more years active service and enlisted personnel with 30 or more years of active service. Requests for retirements from members with 20 or more years of active service are considered on the basis of the overall needs of the service and the merits of the individual case.

2. Favorable consideration for retirement normally is given to members whose cases are covered by one or more of the following criteria:

a. Flag officers - on a basis of service needs and the merits of the individual case.

b. CAPTs - 10 USC 1370, amended, permits the Secretary of the Navy to reduce the normal three year requirement to two years during a nine-year period beginning 1 October 1990. (This statute can be further amended to reduce the nine-year period). Captains can normally expect to remain on active duty until 30 years service.

c. Officers who have twice Failed Of Selection (FOS) for promotion, if otherwise eligible.

d. Individuals whose assignability is limited or who have a humanitarian hardship or whose continued service is not, due to conditions beyond their control, clearly consistent with the interests of national

security.

3. WITHHOLDING APPROVAL OF VOLUNTARY RETIREMENTS. The Secretary of the Navy is the final approval authority for retirements. However, NPC may withhold approval of a retirement request for the following reasons:

a. Officer has not completed MTS or PTL requirements as specified in article 10.1, paragraph 8.

b. Officer has not completed active duty obligated service incurred through participation in accession, education, medical, or other training programs; through augmentation or lateral transfer/redesignation between competitive categories; or has received incentive pay, continuation pay, or bonuses. Retirements which require waivers of active duty obligated service utilize the procedures in article 10.1, paragraph 8.

c. Officer has not submitted retirement request and is issued orders or is notified by NPC of the intent to issue orders within six months of the first day of his/her projected rotation dates. NPC intent to issue orders may be accomplished by official letter, message or telephone. Verbal notification must be followed up by official letter or message.

4. APPROVAL AUTHORITY FOR RETIREMENT. Upon receipt of a request for voluntary retirement, PERS-82 staffs the request via the individual's placement officer and the cognizant assignment officer for approval. These requests for retirement are reviewed and approved by the cognizant distribution division director. Retirement requests which involve exceptions to the policy set forth in SECNAVINST 1811.3 (series) are forwarded to PERS-4 for final decision.

5. TIMING OF REQUESTS FOR VOLUNTARY RETIREMENT. Final approval of requests for retirement rests with SECNAV. A request for retirement prior to the completion of the minimum tour for separation (normally two years) on board the officer's current CONUS duty station or the completion of an overseas tour is not normally approved. (Alaska and Hawaii are considered overseas tours.) If an officer is notified of an intent to issue PCS orders or is in receipt of PCS orders within six months of his/her PRD, that officer is obligated to serve for the period noted above. If the officer is so notified or is in receipt of orders in advance of six months prior to the PRD, that officer may request voluntary retirement to be effective any time up to and including his/her PRD. Notification of the intent to issue orders may be by any means (i.e., phone call, correspondence, personal contact). Telephone or personal notification must be followed up by official letter or message. If a timely relief cannot be ordered in prior to the officer's requested date, the effective date of retirement can be delayed up to nine months from the time the request is received in NPC.

6. MODIFICATION OF VOLUNTARY RETIREMENT REQUESTS

a. CANCELLATION. Voluntary retirement requests, once approved by the Secretary of the Navy, become an administrative finality. An officer who desires to cancel a voluntary retirement may submit a request to the Secretary of the Navy via the chain of command for consideration. Approval of cancellations is based solely on the needs of the Naval Service and the merits of the individual's case. A request for cancellation of a member's voluntary retirement <u>prior</u> to final approval by the Secretary of the Navy may be approved. Requests for changes of effective date of retirement are

considered on a case-by-case basis and the needs of the Naval Service.

b. Extension on Active Duty of Officers with SECNAV Approved Retirements. (See article 10.8.)

7. STATUTORY AGE RETIREMENT FOR REGULAR OFFICERS. Each regular commissioned officer, other than a commissioned warrant officer, shall be retired on the first day of the month following the month in which he/she becomes 62 years of age. A permanent regular warrant officer shall be retired 60 days after attaining age 62. The President may defer the retirement of an officer in a grade above rear admiral, but not later than the first day of the month following the month in which the officer becomes age 64. Not more than ten deferments of retirement may be in effect at any one time.

8. STATUTORY SERVICE RETIREMENT FOR REGULAR OFFICERS. Briefly, and with certain exceptions, an officer holding permanent appointment in the grade of LCDR or above who has twice failed of selection to the next higher grade must be retired upon completion of a certain number of years commissioned service, as follows: (1) Pre-Defense Officer Personnel Management Act (DOPMA), CAPT (unrestricted line and staff corps) - 30 years total commissioned service (YTCS); CAPT (restricted line) - 31 YTCS; CDR - 26 YTCS; LCDR - 20 years (except LDOs) YTCS; LDOs - 30 years of active service, (2) DOPMA, CAPT - 30 years active commissioned service (YACS); CDR - 28 YACS; LCDR - continued until retirement eligible as per applicable fiscal year continuation plan; LDO LCDRs and below - 30 years active service; LDO CAPT and CDRs same as DOPMA Line. Warrant officers are governed by other laws - refer to MILPERSMAN article 1920-230 for details.

9. PHYSICAL DISABILITY RETIREMENT FOR REGULAR OFFICERS

a. Officers serving on active duty may be retired, either temporarily or permanently, upon a determination by the Secretary of the Navy that:

(1) The officer is unfit to perform the duties of office, rank, or grade by reason of physical disability incurred while entitled to receive basic pay.

(2) Disability is not due to intentional misconduct or willful neglect of such officer and was not incurred during a period of unauthorized absence of such officer.

(3) Disability is 30 percent or more in accordance with the standard schedule of rating disabilities in current use by the Veteran's Administration. Members who have twenty or more years of active service may qualify if their disabilities are less in accordance with such standard schedule.

(4) Disability was the proximate result of performance of active duty. (If member has over eight years of active service, this provision is not a determining factor.)

b. Members of the temporary disability retired list receive a minimum of 50 percent of their basic pay. They are required to undergo periodic physical examination no less frequently than every eighteen months for a period not to exceed five years. Dependent upon the findings of any

such physical examination, a member may be retained on the temporary disability retired list, permanently retired, separated from the service with severance pay, or if a member of the regular Navy and found fit for duty, may be returned to duty subject to his/her consent, and if a member of the Naval Reserve and found fit for duty shall, subject to his/her consent, be reappointed in his/her reserve component. If found fit for duty and member does not consent to be returned to duty, his/her status as a member of the TDRL and his/her retirement pay is terminated.

c. Physical disability retirements, by law, may be effected on the date such retirement is approved, or on any subsequent date up to and including 20 days after SECNAV approval. These 20 days may only be extended by an exceptional circumstance inducing a hardship on an individual. Waiver requests are reviewed by NPC.

d. In no case does the disability retirement pay of a member exceed 75 percent of the basic pay. The disability retirement pay of any member of the TDRL may not be less than 50 percent of the appropriate basic pay ("HIGH 3" average for members first entering service on or after 8 September 1986) so long as he/she is on the TDRL, but no longer than five years from date of temporary retirement. If a determination is not made to a member's final status before five years, his or her pay is terminated.

10. DEFENSE OFFICER PERSONNEL MANAGEMENT ACT TRANSITION PROVISIONS

a. This article applies to pre-DOPMA officers. Pre-DOPMA officers are defined as: Regular officers above the grade of CWO4 whose dates of rank are prior to 15 September 1981, other than those designated for limited duty (Transition Provision of the Defense Officer Personnel Management Act (DOPMA)). (See article 10.10, paragraph 2.)

b. LCDRs, CDRs and CAPTs shall be retired on the date provided under the laws in effect on 14 September 1981.

c. Male Lieutenants and Lieutenants Junior Grade (except Nurse Corps officers). There is no transition provision for these officers.

d. PRE-DOPMA WOMEN LIEUTENANTS. Pre-DOPMA women Lieutenants, subject to discharge after twice failing of selection may, under a DOPMA transition provision, request to remain on active duty until 30 June of the fiscal year in which they complete 13 years of active commissioned service.

11. CONTINUATION OF REGULAR OFFICERS

a. Under prescribed regulations and whenever the needs of the service require, the Secretary of the Navy may, with member's consent, continue an officer on active duty beyond his or her involuntary separation/retirement date, but not beyond the first day of the month following the month in which the officer reaches age 62. Officers declining continuation are separated/retired under current guidelines.

b. Officers who are offered continuation by the continuation board must either accept the full continuation period offered or decline continuation. Those who decline continuation are eligible for separation pay.

c. Officers who accept continuation and then submit their desire to

be separated prior to their continuation date or who request resignation, are considered voluntary resignations and are not eligible for separation pay.

d. For clarification of Pre-DOPMA and DOPMA laws see article 10.10, paragraph 2. Placement and assignment officers refer all inquiries on continuation of these individuals to PERS-813. In no case are commitments made to these officers prior to the results of the continuation board being approved by the Secretary of the Navy. PERS-8 is responsible for notifying these officers of their continuation status. PERS-82 is responsible for the preparation of appropriate retirement orders. The following guidelines apply:

| Grade | Normal Maximum Length of Service | Continuation Provisions (Note 1) |
|---|---|---|
| CAPT | 30 YACS (up to age 62) (DOPMA) | No continuation beyond 30 years active commissioned service |
| | 30 YTCS (Pre-DOPMA) | None |
| CDR | 28 YACS (DOPMA) | No continuation beyond 28 years active commissioned service |
| | 26 YTCS (Pre-DOPMA) | None |
| LCDR | 2 x FOS (DOPMA) | No continuation beyond 20 years total active service |
| | 20 yrs (Pre-DOPMA) | None |
| LT | 2 x FOS | Nurse Corps officers only, continued incrementally |
| LTJG | 2 x FOS | No continuation |

12. CONTINUATION OF PERMANENT WARRANT OFFICERS ON ACTIVE DUTY. Requests from permanent warrant officers for continuation on active duty beyond their 30-year statutory retirement date are referred to PERS-8 for processing in accordance with the following administrative procedures:

a. PERS-8 maintains a record (projected at least 2 years ahead) of permanent warrant officers completing 30 years of active service. If requests for extension are not received, PERS-8 proceeds with normal retirement procedures. PERS-8 provides lists of such officers completing 30 years service to appropriate assignment/placement officers for planning purposes.

b. All requests from permanent warrant officers (XXX1) for continuation on active duty beyond completion of 30 years active service are delivered to PERS-8.

c. It is the normal procedure for the Permanent Warrant Officer Continuation Board to recommend disapproval of requests for continuation beyond 30 years of service except in cases involving:

(1) Dire personal hardship.

(2) Critical service need.

(3) Need for particular qualifications of unusual nature.

d. In no case is continuation recommended beyond the statutory permanent warrant officer retirement age of 62.

13. INVOLUNTARY RETIREMENTS OF REGULAR OFFICERS:

a. The date a regular officer is involuntarily retired is determined by grade, number of failure-of-selections (FOSs) and whether that person is a pre-DOPMA or DOPMA officer.

b. Regular Pre-DOPMA CAPTs, CDRs and LCDRs are involuntarily retired based on TOTAL commissioned service. Total commissioned service includes all regular and reserve commissions (whether active or inactive duty). Therefore, if a regular officer has broken service and maintained a reserve commission while not on active duty, that time is included in computing total commissioned service.

c. There are some regular Pre-DOPMA LCDRs who are retired involuntarily with less than 20 years of active duty but have at least 20 years of TOTAL (regular and reserve) commissioned service (or constructive credit toward that amount of service under U.S. law). Likewise, some Pre-DOPMA regular CAPTs and CDRs may also be involuntarily retired prior to reaching their respective 26 and 30 years active service mark if they had broken service and maintained a reserve commission.

d. DOPMA regular LCDRs are separated, continued or voluntarily retired depending upon their years of active service after they have twice FOS to CDR. DOPMA regular CAPTs and CDRs are involuntarily retired after 30 and 28 years of active commissioned service, respectively.

e. This chart provides a comparison for regular officer involuntary retirements:

| GRADE | Pre-DOPMA | DOPMA |
|---|---|---|
| LCDR | Twice FOS | |
| | Must retire on 1 July following completion of 20 years total commissioned service. | Less than 14 years active service continued at 2 year increments 14 + years active service - shall be continued at least until eligible for retirement. Continuation may not exceed 24 years or age 62, whichever occurs earlier. |
| CDR | Twice FOS | FOS not a factor |
| | Must retire on 1 July following completion of 28 years active | Must retire on 1st of month following completion of commissioned service. |

| | | |
|---|---|---|
| | 26 years total commissioned service. | |
| CAPT | Twice FOS | FOS not a factor |
| | Must retire on 1 July following completion of 30 years total commissioned service. | Must retire on 1st of month following completion of 30 years active commissioned service. |
| CAPT | Restricted line and JAGC - FOS not a factor. | |
| | Must retire on 1 July following completion of 31 years total commissioned service. | |

**Note:** DOPMA CAPT/CDR laws pertain to CAPT/CDR LDOs.

**LDO (LCDR and below)**: Must retire on the 1st of the month following completion of 30 years active duty plus 30 days (unless sooner involuntarily retired due to FOS).

**CWO**: Must retire on the 1st of the month following completion of 30 years active duty plus 60 days (unless sooner involuntarily retired due to FOS to permanent CWO grade).

**AGE**: Involuntarily retired on the 1st of the month after reaching age 62.

NOTE: (1) All involuntary retirements are accomplished automatically with the exception of DOPMA LCDRs. Orders are issued only after report out of any respective promotion board. Member may request voluntary retirement to avoid delay in receiving orders.

(2) Involuntary retirement and computation of TOTAL commissioned service are matters of U.S. law and can not be waived or altered by NPC.

14. INVOLUNTARY RETIREMENT AS A RESULT OF SELECTION BOARD ACTION:

a. In order that the disposition of officers subject to involuntary retirement or separation is coordinated between cognizant divisions and to ensure that appropriate action is taken on each individual officer affected, PERS-8 makes the following memorandum report to PERS-4, with distribution as indicated below. The report is made following approval of each statutory selection board and includes the date the proceedings of the board are approved, a double-spaced alphabetical listing of all officers affected and reference to the provision of law which requires retirement, discharge, or other action. Separate listings are prepared for the various categories of officers, (i.e., regular officers, temporary officers, reserve officers, etc).

| REPORT | DISTRIBUTION |
|---|---|
| Within 30 days after approval of each statutory selection board: | N-130 (2)<br>N-131 |

| | |
|---|---|
| listing of those officers who are subject to involuntary retirement, honorable discharge, reversion to other status or release from active duty. The listings for USN officers shall include the "service dates" as defined in 10 USC Sections 6387 and 6388 | PERS-3<br>PERS-4<br>PERS-41 (4)<br>PERS-42 (3)<br>PERS-43 (33)<br>PERS-44 (20)<br>PERS-45<br>PERS-8 |

b. PERS-8 notifies all permanent USN officers who are subject to involuntary retirement, including limited duty officers with the option of reverting to warrant officer status.

c. Division directors make distribution within their respective divisions.

15. RETIREMENT OF TEMPORARY OFFICERS.

a. LIMITED DUTY OFFICERS. Limited Duty Officers (LDOs) who hold a permanent enlisted grade (designator ending in "2") and LDOs with permanent officer status (designator ending in "0") are eligible for voluntary retirement upon completion of over 20 years active service, at least ten of which have been commissioned service (chief warrant officer, W-2 or above). The ten years commissioned service required by stature has been modified through 1 October 1999, whereby the officer can now retire with eight vice ten years of commissioned service. Any warrant or commissioned warrant officer may, under 10 USC 1293, be retired upon completion of twenty years of active service. This includes temporary LDOs with permanent warrant officer status. LDOs retiring under the foregoing law are advanced immediately on the retired list to the highest grade satisfactorily held for not less than six months to satisfy requirements of 10 U.S.C. 1370.

b. TEMPORARY OFFICERS. MILPERSMAN 1100-060 contains the administrative policy for retirement/reversion of temporary officers. It specifies that temporary officers in the grades of ensign and above, whose permanent status is warrant or enlisted grade, if twice FOS for temporary promotion to the next higher grade, unless the needs of the service otherwise require, shall, if eligible for retirement in accordance with the provisions of 10 U.S.C.A 6323, be afforded the option of retirement in the grade held or reversion to their permanent status to be effected not later than the first day of the seventh calendar month in which the President approves the selection board report in which they fail of selection the second time. This option is available only as the needs of the Navy dictate. PERS-813 is responsible for processing appropriate letters of notification.

c. TEMPORARY WARRANT OFFICERS (PERMANENT ENLISTED STATUS). Since no statutory provisions exist requiring the disposition of temporary warrant officers whose status is enlisted, the practice since 1954 has been to apply the provisions of law covering permanent warrant officers to temporary warrant officers who have twice FOS for promotion. In general, present policy provides that such officers with more than twenty years of active service be retired or reverted to their permanent enlisted status not later than 7 months after the date SECNAV approves the report of the selection board (pre-DOPMA only). PERS-813 prepares appropriate letters of notification.

d. APPLICATION OF STATUTORY LAW TO TEMPORARY OFFICERS. Although temporary officers and temporary warrant officers are not affected by the law governing retirement for statutory age and statutory service, the practice has been to apply the provisions of law applicable to permanently commissioned officers of the regular Navy. These provisions of law, as well as those relative to physical disability retirement, are discussed in article 10.2, paragraphs 7 through 9.

16. CONTINUATION OF TEMPORARY WARRANT OFFICERS ON ACTIVE DUTY. Requests received from temporary warrant officers for retention on active duty in present grade are sent to PERS-813.

17. VOLUNTARY RETIREMENT OF RESERVE OFFICERS. Regulations governing retirement of reserve officers are set forth in SECNAVINST 1820.2B and BUPERSINST 1001.39D. The following policies apply:

a. NON-DISABILITY VOLUNTARY RETIREMENT. In general, officers and warrant officers of the Naval Reserve may be retired with pay at any time upon their own application after 20 years of active service in the armed forces, or upon their application after completing 20 years of satisfactory federal service and reaching age 60. Final approval of voluntary requests for retirement rests with SECNAV. Such requests are handled by NPC (PERS-82) or NAVRESPERSCEN (Code-25) NOLA if the member is on inactive duty. Officers who qualify for reserve retirement at age 60 should request transfer to the Retired Reserve (without pay) upon completion of active/inactive service. A request for transfer to the Naval Reserve Retired List (with pay) should be submitted nine months prior to 60th birthday.

b. VOLUNTARY RETIREMENT FOLLOWING INVOLUNTARY RELEASE FROM ACTIVE DUTY. Voluntary retirement of reserve officers is sometimes precipitated by their involuntary release from active duty (RAD). See article 10.7 of this chapter.

18. PHYSICAL DISABILITY RETIREMENT FOR RESERVE OFFICERS. MILPERSMAN 1850-020 contains the basic regulations relative to retirement as a result of physical disability. This reference is applicable to regular and reserve officers alike.

19. RETENTION OF RESERVE OFFICERS ON ACTIVE DUTY WHO ARE SUBJECT TO STATUTORY RELEASE FROM ACTIVE DUTY

a. RESERVE OFFICERS WITHIN TWO YEARS OF QUALIFYING FOR RETIREMENT. Pursuant to 10 USC 12686, reserve officers on active duty, exclusive of temporary active duty or active duty for training, who are within two years of qualifying for retirement with pay under any purely military retirement system, are not involuntarily released from active duty before qualifying for such pay unless their release is approved by the Secretary of the Navy. Retirement under 10 USC 12731 has been held by the Comptroller General of the United States to be under a "purely military retirement system."

b. OFFICERS REQUESTING RETENTION

(1) Officers on board on 30 September count against end strength. To project officer end strength accurately, N131 must be aware of changes in the status of officers leaving active duty. N131 must review any request to change a previously approved retirement, resignation, or release from active duty date when such a change extends an officer on active duty to 30

September or beyond.

(2) Officers subject to release under MILPERSMAN 1920-110 may request retention on active duty in accordance with MILPERSMAN 1920-110. Such requests are sent to PERS-834 for reference to the Retention Board. The decision is transmitted to the officer or command concerned by appropriate communication by PERS-834.

c. PROCESSING OF REQUESTS FOR RETENTION/CONTINUATION. All retention review cases requiring staffing within PERS-4 shall be routed from PERS-834 to the cognizant division director via PERS-4S. Staffing packages shall be assigned a document control number (tasker) and will include the date due back to PERS-4 for chop prior to submission to PERS-834 (normally two weeks). Staffing of retention packages is the responsibility of the parent community regardless of required placement actions. Completed staffing sheets must include, as a minimum, the following information:

(1) Billet (including BSC) in which the officer will be retained or assigned.

(2) CO's desires or recommendation.

(3) Performance of the officer.

(4) If the officer is not approved for continuation, the approximate date that the billet will be filled. (NOTE: Difficulty in identifying an officer's relief does not in itself constitute sufficient justification to retain that officer in a retired status.)

(5) For officers whose retention is recommended, staffing sheets must include the unique skills and qualifications of the officer which warrant his/her continuation.

d. TAR OFFICER CONTINUATION OR EXTENSION (CAPTs)

(1) Requests from non-continued URL TAR CAPTs for extensions on active duty are only considered for approval when such an extension is necessary to meet a critical shortage in a regular Navy subspecialty billet. This policy is necessary to ensure equality to all CAPTs in the TAR community.

(2) Officers who are offered continuation by the Continuation Board must either accept the full continuation period offered or decline continuation. Those who decline continuation are eligible for separation pay.

(3) Officers who accept continuation and then submit their desire to be separated prior to their continuation dates or who request resignation, are considered as voluntary resignations and are not eligible for separation pay.

e. NOTIFICATION OF CONTINUATION ON ACTIVE DUTY

(1) Reserve officers approved for continuation are notified by official letter prepared by PERS-834 as early as possible after Continuation Board action is completed.

(2) Officers who are offered continuation by the Continuation Board must either accept the full continuation period offered or decline continuation. Those who decline continuation are eligible for separation pay.

(3) Officers who accept continuation and then submit their desire to be separated prior to their continuation dates or who request resignation, are considered as a voluntary resignation and are not eligible for separation pay.

20. OFFICERS ON THE TEMPORARY DISABILITY RETIRED LIST (TDRL) FOUND PHYSICALLY FIT OR UNFIT

a. In accordance with the provisions of 10 USC 1211, officers found physically fit remain on the TDRL and continue to draw retired pay until reappointed, separated or until they have reported to active duty. If their names are not sooner removed, the disability retired pay of members whose names are on the TDRL terminates five years after the date their names are initially placed on the list. The law also requires that their TDRL status and retirement pay be terminated "as soon as practicable" after being found physically fit.

b. Considering the foregoing and other factors, the following procedures apply for processing officers on the TDRL who are found physically fit to perform the duties of their office and grade:

(1) PERS-821 receives the names of USN/USNR officers on the TDRL from the Central Physical Evaluation Board who have been found physically fit to perform the duties of their office and grade.

(2) PERS-821 draws the officer's record and refers the case with a brief sheet to PERS-82/community sponsor/division director/PERS-8 for a recommendation as to the member's eligibility for reappointment and requests by memo Pers-82 to perform a routine check for any pending disciplinary actions.

(3) Pers-821 then notifies him/her by letter that he/she has been found physically fit to perform the duties of his/her office and grade and:

(a) Solicits his/her desires as to whether he/she does or does not consent to being ordered to active duty and to being reappointed in the United States Navy or Naval Reserve as soon thereafter as practicable, or to voluntarily retire if eligible;

(b) If the officer has more than twenty years active service, or is otherwise eligible for a non-disability retirement, he/she is also made aware of this fact and informed of the procedures necessary to request a voluntary retirement;

(c) If it is determined that the officer <u>was</u> on active duty beyond his/her initial obligation and <u>was not</u> scheduled for release from active duty at the time he/she was placed on the TDRL, the letter advises him/her that, if he/she accepts reappointment, he/she may return to active duty provided he/she requests it within 60 days of receipt of the initial letter;

(d) If the member is a reserve officer who has not completed his/her initial active duty obligation or was not scheduled for release from active duty, he/she is so informed and told that he/she will be reappointed in the Naval Reserve on inactive duty; and, if the reserve officer is eligible for a non-disability retirement with pay, he/she is so informed and the procedures necessary for requesting retirement are explained.

(4) Depending upon the officer's reply or lack of reply, PERS-821 takes one of the following actions:

(a) If a negative reply is received from a USN officer or a USNR officer tenders his/her resignation, PERS-834/NRPC-3211 is notified and requested to effect the officer's separation. Copies of the separation document are sent to PERS-821/NRPC-3211 and to the Commander, Navy Finance Center, Cleveland, Ohio. If no reply is received within 35 days from the date of the notification letter, PERS-834/NRPC-3211 is requested to effect the separation (the thirty five-day grace period recognizes the time involved between mailing a reply and receipt in PERS-821). Copies of the separation documents are sent to PERS-821/NRPC-3211 and to the Commander, Navy Finance Center, Cleveland, Ohio.

(b) Expeditious liaison is conducted with the Navy Finance Center, Cleveland to terminate the reserve officer's pay no later than the 30-day limit referenced in the notification letter and on the date of separation in the case of the regular officer.

(c) If an affirmative reply is received from a USN officer, the officer's detailer is requested to order the officer to temporary active duty pending reappointment, and the Commander, Navy Recruiting Command is notified and requested to prepare the reappointment.

(d) If an affirmative reply is received from a reserve officer, the reply and record are staffed by PERS-834 in accordance with the procedures in article 11.1 to determine whether the officer meets requirements for recall to active duty.

(5) The following actions are then be taken by the applicable detailer and the Navy Recruiting Command:

(a) The orders from the detailer are mailed directly to the officer concerned with a copy to the prospective CO and Commander, Navy Recruiting Command.

(b) The Commander, Navy Recruiting Command prepares the reappointment and mails it to the regular officer's CO or to the closest naval command to the reserve officer's home.

(c) Commander, Navy Recruiting Command notifies the officer's detailer when the officer has accepted reappointment. The officer's detailer then notifies the appropriate grade/staff corps liaison desk of the officer's availability for reassignment.

(6) In cases where a USNR officer is being recalled to active duty, the assignment officer insures that an agreement to remain on active duty until completion of his/her initial obligated service or two years, whichever is the greater, is included in the orders. If the officer was designated a TAR when placed on the TDRL, redesignation as a TAR is included

in the recall orders.

(7) In some instances, the officer requests information concerning such items as date of rank, promotional opportunities, prospective duty assignment, etc. The responsibility for coordinating the reply to these multiple subject inquiries is assigned to PERS-821.

## 10.3 INTERSERVICE TRANSFERS OF NAVAL OFFICERS TO OTHER SERVICES

1. OFFICERS ON ACTIVE DUTY. Policy for interservice transfer of Naval officers on active duty to other services is set forth in the MILPERSMAN 1300-080.

a. Requests for interservice transfer for regular and reserve naval officers on active duty are processed in accordance with DoD Directive 1300.4 and SECNAVINST 1000.7 (series).

b. Requests for interservice transfer to other services from naval officers on active duty are be delivered to PERS-834. The requests are reviewed as resignation requests because the requests involve submission of contingent resignations. Disposition on completion of processing is determined by categories as indicated below:

c. Requests for interservice transfer for regular and reserve officers (MC, DC, MSC, and NC) are processed in accordance with DoD Directive 1205.1.

d. Upon return of such requests to NPC, PERS-834 proceeds as follows:

(1) If both services approve the request, PERS-834 coordinates the receipt of necessary appointments and orders to duty in the gaining service and PERS-455D prepares the orders to effect the transfer.

(2) If request is disapproved, PERS-834 prepares a letter of notification to the individual.

2. OFFICERS ON INACTIVE DUTY. The Naval Reserve Personnel Center, New Orleans, LA (NRPC NOLA) is responsible for the processing of all requests for interservice transfer from officers on inactive duty.

## 10.4 INTERSERVICE TRANSFER OF OFFICERS OF OTHER SERVICES TO THE NAVY

NPC (PERS-80) is responsible for processing and coordinating all Navy actions necessary for interservice transfer to the Navy of active duty interservice transfers. NPC (PERS-912) is responsible for all inactive duty interservice transfers. (See Chapter 9, article 9.3.)

## 10.5 VOLUNTARY TERMINATION OF TEMPORARY OFFICER APPOINTMENTS

1. SECNAVINST 1920.5 (series) contains the policy and criteria for the voluntary termination of temporary officer appointments. Action on any request for termination of temporary appointment submitted in accordance with the above provisions is governed by the needs of the service, including availability of a qualified relief. Favorable consideration for reversion normally is given to an officer who will have no active duty obligated service in current temporary status remaining on the requested detachment

date. Approval of requests for termination of temporary appointments normally is withheld until an officer has completed:

a. Three years active duty service in current temporary status.

b. Two years time in grade CWO3 or CWO4, if serving in either grade. Time-in-grade for this purpose is computed from the date of rank for the respective grade.

c. One year at current duty station.

d. A normal tour, as prescribed by current regulations, when serving on shore duty in an area outside the continental United States. (For this purpose, Alaska and Hawaii are considered to be outside the continental United States.)

e. A normal sea tour (as reflected by the officer's projected rotation date) when attached to non-rotating ships, fleet aviation units, and mobile units with homeports or permanent stations outside the continental United States. (For this purpose, Alaska and Hawaii are considered to be outside the continental United States.)

f. The applicable tour, as prescribed above, at ultimate duty station when a reversion request is received in NPC subsequent to the date of issuance of orders or notification that orders are being issued, when such notification is within six months of the first day of the month of an officer's projected rotation date. Notification may be accomplished in person, by official letter, post card, message, or telephone. Personal or telephone notification must be followed up by official letter or message.

## 10.6 RELEASE OF NAVAL RESERVE OFFICERS ON ACTIVE DUTY

1. The voluntary release of reserve officers upon completion of statutory or active duty obligated service is provided for in MILPERSMAN Article 1920-090. RAD requests will be submitted to reach NPC (PERS-834) at least nine months but no more than twelve months in advance of the desired detachment date. PERS-834 will staff the request to the cognizant placement officer and detailer. If a waiver is not required the detailer is the final approval. If the detailer recommends a waiver for MSR, MTS or any obligated service incurred as a result of lateral transfer, education, training program, incentive pay, or continuation pay, the final approval rests with PERS-4. PERS-834 prepares separation orders once the request is approved.

2. Requests for extension on active duty beyond MSR are no longer required for Naval Reserve Officers. Absence of a RAD request prior to the first day of the sixth month before the month of the officer’s projected rotation date (PRD) will be construed as the Officer’s request to be retained beyond MSR. Officers can then be issued orders and will be obligated to no less than the minimum tour for separation (MTS) at the next duty station.

3. WITHHOLDING APPROVAL OF VOLUNTARY RELEASE FROM ACTIVE DUTY (VOLRAD)

a. Approval of a VOLRAD is normally withheld until an officer has completed applicable tour lengths and minimum tour for separation requirements outlined in Chapter 3. VOLRAD approval may be withheld by NPC for the following reasons:

(1) Reserve officers who have not completed Minimum Tour for Separation (MTS) or Prescribed Tour Length (PTL) requirements.

(2) Reserve officers who have not completed active duty obligation incurred through participation in accession, education, medical or training programs; through augmentation or lateral transfer/redesignation between competitive categories; or who have received incentive pay, continuation pay or bonuses. Article 10.6, paragraph 5 pertains.

(3) Reserve officers are issued orders or are notified by NPC of the intent to issue orders within six months of the first day of their projected rotation dates. NPC intent to issue orders may be accomplished in person, by official letter, message or telephone. Verbal notification must be followed up by official letter or notification. These officers will be obligated to serve a minimum of the MTS at the next duty station.

b. Reserve officers are not voluntarily released from active duty without PERS-83 concurrence in any case where circumstances indicate a separation for cause under paragraph 1 of enclosure (3) to SECNAVINST 1920.6 (series) may be warranted. MILPERSMAN Article 1611-010 refers (See Article 10.9, paragraph 4).

4. Officers wishing to resign at the completion of their minimum active duty service requirement (MSR) but cannot submit their request within the submission timeline before becoming eligible for orders may submit a letter of intent (LOI). The officer must notify NPC (PERS-834) by official letter of the intent to resign at the end of the service obligation. This letter of intent must reach NPC (PERS-834) no less than six months prior to the first day of the month of an officer's PRD. The officer must also submit the actual RAD request within the time frame specified in this article (nine to twelve months prior to MSR/requested date).

5. Policy for release/retirement of TAR officers, is as follows:

RELEASE POLICY:

| CATEGORY | ACTION |
|---|---|
| Any officer with less than 18 years active duty recommended for RAD by TAR Performance Review Board. | RAD (with at least 4 months notice). |
| Twice failed of selection LTs commissioned prior to 19 January 1961. | RAD at end of month in which initial retirement eligibility attained or retire as of the first of the following month. |
| Twice failed of select LTs commissioned since 19 January 1961 and more than 6 years commissioned service. | Discharge by 30 June (or later as required to provide at least 4 months notice). |
| Twice failed of select LCDR (or CDR in those cases where broken service applies) | RAD at the end of the month in which initial retirement eligibility |

| | |
|---|---|
| approaching initial retirement eligibility. | is attained or retire as of the first of the following month. |

6. SEPARATION PROGRAM DESIGNATORS. Assignment officers must use one of the following Separation Program Designators (SPDs) when preparing voluntary release from active duty orders:

MBK - Completion of required active service
MBM - Insufficient retainability
MCF - Attend school
MDB - Hardship
MDF - Pregnancy or childbirth
MDH - Dependency
MND - Miscellaneous - individual's request

## 10.7 INVOLUNTARY RELEASE FROM ACTIVE DUTY (IRAD) OF RESERVE OFFICERS

1. AUTHORITY: Within the limitations established by SECNAVINST 1920.6 (series), when determined to be in the best interest of the service, the Secretary of the Navy may, in those cases where no other reason for separation is set forth in SECNAVINST 1920.6 (series), release a naval reserve officer from active duty, without the requirement for the officer to be heard by a Board of Inquiry or any other formal board before the rele0ase.

2. POLICY GOVERNING INVOLUNTARY RELEASE FROM ACTIVE DUTY (IRAD): MILPERSMAN 1920-110 contains administrative policy and information for the release of Reserve officers from active duty. In general, they are released from active duty at the end of the fiscal year in which they attain retirement eligibility. If Reserve officers fail of selection to LCDR or CDR in two successive years (on the in-zone and above-zone looks), they must be retired (if eligible) or released by the first day of the seventh month after the month in which the report of the board that considered, but did not select the officer, is promulgated. LCDRs will generally be retained until initial retirement eligibility. If a Reserve officer fails to be selected for promotion to LT, he is released after his first (in-zone) look. Officers within 2 years of retirement eligibility will be retained for that period, then retired.

a. Officers on board on 30 September count against end strength. To project officer end strength accurately, N13 must be aware of changes in the status of officers leaving active duty. N13 must review any request to change a previously approved retirement, resignation, or release from active duty date when such a change will extend an officer on active duty to 30 September or beyond.

b. It is Department of the Navy policy to promote the readiness of the Naval Service by maintaining authorized strength levels in each grade and competitive category, and by maintaining the highest standards of conduct and performance in the officer corps. To meet these objectives, it is necessary for assignment officers to review individual reserve officer's competitiveness for further assignment. This review normally occurs during the detailing process and includes, but is not limited to, USNR officers requiring orders as the result of:

(1) Projected Rotation Date (PRD).

(2) Disapproval of a request for indefinite Extension on Active Duty.

(3) Attrition from a training program.

(4) Detachment for Cause (DFC).

c. Where no other reason for separation is set forth in SECNAVINST 1920.6 (series), USNR officers found non-competitive for further assignment may be proposed to SECNAV for IRAD.

3. PERS-4 PROCEDURES FOR SUBMITTING IRAD PACKAGES TO SECNAV

a. IRAD packages contain at least four pages. The first page is the cover sheet shown at Figure 10-2. The cover sheet is fastened to correspondence pertaining to the member's case. The second page contains the microfiche record (Fiche 1, 2, and 4) and the Officer Data Card. Page 3 is the member's Officer Summary Record. The fourth and additional pages, if necessary, contain any other information pertaining to the individual officer's case.

b. The following procedures will be utilized in submitting IRAD packages for SECNAV approval:

(1) Assignment Branch Heads will submit proposed IRAD packages, utilizing the form provided by PERS-451C, to PERS-834 via their respective Directors. IRAD packages proposed to expedite an officer's RAD over separation for cause procedures shall so state in the IRAD package. Any difference in separation pay between IRAD and separation for cause shall be delineated.

(a) PERS-834 will determine entitlement to separation pay and assign a recommended separation code. In those cases where the member is eligible for separation pay, a statement of service will be attached to the package.

(b) PERS-834 will then forward these packages to PERS-451 for verification of completeness and consolidation. Additionally, PERS-451 will ensure that all minority officer IRAD packages are routed to PERS-00J for their review.

(2) PERS-451 will submit a consolidated package of IRADs, via PERS-4 for CNPC signature to SECNAV.

(3) IRAD packages will be returned from SECNAV to PERS-451 for distribution to the assignment officers.

(a) Assignment officers will issue separation orders for approved IRAD packages.

(b) Assignment officers must use one of the following Separation Program Designators (SPDs) when preparing IRAD orders:

LBK - Completion of Required Active Service
LCC - Reduction in Force
LFF - Service Secretary (e.g., non-attainment of warfare qualification, school attrite)

LGJ - Denial of member's request for extension on active duty

4. PERS-8 INTERFACE IN OFFICER IRAD PROCEDURES. (See article 10.9, paragraph 4.)

5. IRAD BEFORE QUALIFICATION FOR RETIREMENT PAY. Under 10 U.S.C. 1163, a reserve officer who is on active duty and is within two years of becoming eligible for retired pay under a purely military retirement system shall not be involuntarily released from that duty before he or she becomes eligible for that pay, unless his or her release is approved by the Secretary upon processing for separation for cause.

6. NOTIFICATION OF PROPOSAL FOR IRAD. Upon a director's recommendation for IRAD, detailers are responsible for notifying officers that they have been proposed to the Secretary of the Navy for IRAD.

## 10.8 EXTENSION ON ACTIVE DUTY OF OFFICERS WITH SECNAV APPROVED RETIREMENTS OR RESIGNATIONS

1. The extension on active duty of an officer with a SECNAV approved retirement or resignation date is prohibited except to preclude gapping of a critical operational billet or for hardship. Extensions beyond SECNAV approved separation dates require division director approval. Approved requests for extensions must be substantiated with appropriate documentation.

2. OFFICERS ON BOARD ON 30 SEPTEMBER COUNT AGAINST END STRENGTH. To project officer end strength accurately, N131 must be aware of changes in the status of officers leaving active duty. N131 must review any request to change a previously approved retirement, resignation or release from active duty date when such a change will extend an officer on active duty to 30 September or beyond.

3. EXTENDED PERIOD OF SERVICE FOR PREGNANT MEMBERS AND DEPENDENT WIVES

a. POLICY. See MILPERSMAN 1331-010 paragraph 3.

b. Processing Procedures

(1) Action on each request for extension on active duty is coordinated by the cognizant assignment officer. If the request meets the standard criteria of this article, final approval is made by the assignment branch head. Recommendations for disapproval or requests that do not meet the standard criteria are forwarded to assignment directors for final action.

(2) If the request is approved, the officer normally is extended in his/her present tour. Except in rare cases, PCS moves are not be authorized. The "estimated loss code" for officers extended under this program is "J."

## 10.9 INVOLUNTARY SEPARATIONS

1. DEFINITION. Separation is a general term which includes discharge, dismissal, dropping from the rolls, revocation of an appointment or commission, termination of an appointment, or Release from Active Duty (RAD).

2. AUTHORITY. SECNAVINST 1920.6 (series) is the governing instruction

for all officer administrative separations.

3. Officers who do not maintain required standards of performance or professional/personal conduct may be disciplined and/or processed for separation for cause. SECNAVINST 1920.6(series) provides guidance when there is reason to believe that one or more of the following circumstances exist:

a. Substandard Performance of Duty.

b. Misconduct, Moral or Professional Dereliction.

c. Retention is not consistent with the Interests of the National Security.

d. Separation in Lieu of Trial by Court Martial. SECNAVINST 1920.6(series) guidance is not intended to preclude trial by court-martial when appropriate.

4. PERS-8 INTERFACE, IN THE SEPARATION PROCESS

a. PERS-83 is specifically charged with monitoring the professional performance and conduct of all Naval Officers O-6 and below and will, when appropriate, under the provisions of SECNAVINST 1920.6 (series), initiate separation for cause processing in cases where performance or conduct of officers falls below acceptable standards.

b. Action

(1) If, during separation processing and/or staffing within PERS-4 (RAD, RESIG, or Retirement), information is received which indicates an officer's performance, professional, or personal conduct may warrant processing for separation for cause, that information must be forwarded to PERS-83 for resolution prior to proceeding with the originally proposed separation. This information can include, but is not limited to:

(a) Commanding Officer's NJP.

(b) Specific recommendation for discharge versus RAD.

(c) Loss of security clearance.

(d) Detachment for cause.

(f) Attrition from a training program or course of instruction as the result of disciplinary action.

NOTE 1: Proposed RAD/IRAD of Officers who fail to complete a course of instruction/training program (including warfare qualification) despite honest effort does not require PERS-83 review.

NOTE 2: Only PERS-83 has authority to initiate separations for cause. If PERS-83 review determines that a separation for cause is warranted, PERS-83 shall initiate processing. When PERS-83 review has determined that a separation for cause is not warranted, staffing sheets shall be annotated accordingly. Assignment divisions may then proceed with the originally proposed separation.

5. All Commanding Officers/Officers-in-Charge are required to notify disbursing officer within 24 hours of receiving notification of BUPERS decision to involuntarily separate. Notification will include reason for separation and anticipated separation date.

6. The Separation and Reenlistment Guide contained in Appendix A of the Enlisted Transfer Manual (NAVPERS 15909F) has information relative to officer and enlisted separations. Article A1.06 is a Guide to Separation and Out-Processing to be used for all personnel separating or retiring from the Navy. This guide provides important steps and procedures to follow to help reduce potential errors that may have a detrimental effect on a members future.

7. REMOVAL OF ECCLESIASTICAL ENDORSEMENT

a. Officers on the active duty list in the Chaplain Corps who can no longer continue professional service as a chaplain because an ecclesiastical endorsing agency has withdrawn its endorsement of the officer's continuation on active duty as a chaplain, shall be processed for separation in accordance with SECNAVINSTs 1900.10 and 1920.6 (series).

b. Processing for the removal of ecclesiastical endorsement is not authorized when there is reason to process for separation for cause under any other provision of SECNAVINST 1920.6 (series), except when authorized by the Secretary in unusual circumstances based upon a recommendation by the Chief of Naval Personnel.

## 10.10 INVOLUNTARY SEPARATION DUE TO FAILURE TO SELECT FOR PROMOTION

1. It is Department of the Navy policy to retain competent and effective officers who satisfy the authorized strength needs by grade, competitive category, or special skills authorized by CNO. However, some officers, who may be less qualified to fill skill needs, must be separated by reason of failure of selection for promotion. PERS-80 is responsible for the preparation of appropriate letters notifying these officers of their status and their entitlements, and for preparing their NPC separation orders. Copies of correspondence will be maintained by PERS-80. Upon updating of promotion history in the Officer Master File, PERS-80 assumes both placement and assignment responsibilities for officers who twice fail to select and:

a. Coordinates action with all concerned in the case of officers who are under PCS orders.

b. Enters ELDs and Separation Reason Code "K" via PERS-80's OAIS2 terminal.

c. Coordinates early separation requests with both placement officer and detailer.

d. Coordinates retention board requests from Reserve officers with all interested parties.

e. Prepares separation orders and maintains copies for two years.

f. Coordinates reserve appointment requests from regular officers. Specific guidance concerning twice failed of select officers is presented in SECNAVINST 1920.6(series).

2. REGULAR OFFICERS. Title 10, U.S. Code (USC) governs the status of regular officers (line and staff corps) who twice fail of selection for promotion. The only deviations allowed are cases where medical authorities determine the officer is not physically qualified for discharge or when charges have been referred to court martial.

a. SANCTUARY. Per Federal Statutes (10 U.S.C. 637 and 1163), regular and reserve officers who are, on the date on which they are to be discharged, within two years of becoming eligible for retired pay under Title 10, USC, 6323, or any retirement law, may not be involuntarily separated before they become eligible for that pay unless their separation is approved by the Secretary of the Navy, or sooner discharged or retired for cause under the provisions of SECNAVINST 1920.6(series). Sanctuary dies not apply to to the Temporary Early Retirement Act (TERA).

b. Placement and assignment officers will refer all inquiries of retention of these individuals (written and verbal) to PERS-80 before any action is initiated. In no case will a commitment be made to these officers without concurrence of PERS-4. A copy of the final approval/disapproval letters on retention requests will be furnished to appropriate assignment and placement officers by PERS-80.

c. LIEUTENANTS AND LIEUTENANTS JUNIOR GRADE. Under Title 10, USC, Section 631 and 632, LTs and LTJGs will be honorably discharged on a date requested by the officer, but by the first day of the seventh calendar month beginning after the month the report of the promotion selection board that considered them for the second time was approved by the Secretary of the Navy. The current Officer Grade Continuation Plan approved by the Secretary of the Navy does not provide for continuation of any regular LTs or LTJGs. These officers may be entitled to separation pay computed per SECNAVINST 1900.7 (series).

d. LIEUTENANT COMMANDERS

(1) A Pre-DOPMA Officer is any officer who was selected or promoted by a promotion board before 15 September 1981. Title 10 U. S. Code Section 613 refers. Pre-DOPMA LCDRs who twice fail to select for promotion to CDR are "grandfathered" from the provisions of DOPMA and retire under the laws in effect prior to the enactment of DOPMA. They are guaranteed 20 years of total COMMISSIONED service. They do not need to go before a continuation board to remain on active duty until they are retirement eligible.

(2) A DOPMA Officer is:

(a) Any officer who is selected and promoted by a promotion board on or after 15 September 1981 (effective date of DOPMA) or

(b) Any officer who transferred to the Regular Navy after 15 September 1981. This officer is DOPMA regardless of his LCDR date of rank.

(3) DOPMA LCDRs who twice fail to select for promotion to CDR must be discharged or, if eligible, retired. They must be honorably discharged on a date requested by the officer, but by the first day of the seventh calendar month beginning after the month the report of the promotion selection board that considered them for the second time was approved by the Secretary of the Navy. These officers may be entitled to separation pay computed per SECNAVINST 1900.7 (series). By law these officers, subject to

the needs of the service, may be continued on active duty. The categories of officers to be considered for continuation and the period of continuation are determined by the Secretary of the Navy in the Officer Grade Continuation Plan. Current Navy policy for DOPMA officers is as follows:

(a) LCDRs who will be within six years of retirement eligibility on the date they are subject to discharge, shall normally be recommended for continuation until they are retirement eligible.

(b) LCDRs who will not be within six years of retirement eligibility on the date they are subject to discharge, may be incrementally continued (for example, three year periods).

(c) LCDRs who are retirement eligible (20 years active duty including 10 years commissioned service) are not currently included in the plan to be continued.

(d) After being continued, these officers are eligible before promotion boards because they are on the active duty list.

e. COMMANDERS. Unless selectively continued to meet requirements in their competitive category, CDRs shall be involuntarily retired on the first day of the month after the month in which they complete 28 years of active commissioned service or reach age 62, whichever occurs first. See paragraphs 13 through 15 of article 10.2 in this chapter.

f. CAPTAINS. Unless selectively continued to meet requirements in their competitive category, CAPTs shall be involuntarily retired on the first day of the month after the month in which they complete 30 years of active commissioned service or reach age 62, whichever occurs first. See paragraphs 13 through 15 of article 10.2 in this chapter.

g. CONTINUATION ON ACTIVE DUTY. SECNAV may convene selection boards to recommend regular commissioned officers for continuation on active duty past their statutory retirement or involuntary discharge date. SECNAVINST 1920.7(series) applies.

h. REQUIREMENT FOR RESERVE COMMISSION. Officers who are subject to discharge due to failure of selection and are eligible for separation pay in accordance with SECNAVINST 1900.7 (series) are required to incur a naval reserve obligation for a minimum of 36 months. If eligible, reserve officers not on the active duty list will be considered for promotion by inactive selection boards and may apply for recall to active duty. The Naval Reserve Career Information Book contains additional information.

3. RESERVE OFFICERS. Reserve officers in the grade of CDR and below who twice fail of selection for promotion to a higher grade will be involuntarily released from active duty. Release will be no later than the first day of the seventh calendar month beginning after the report of the selection board which considered the officer for the second time is approved. SECNAVINST 1920.6(series) and MILPERSMAN 1920-110 contain policy guidance. Officers may request retention on active duty through the administrative Retention Board convened by the Chief of Naval Personnel. Retention criteria are based on a need for that officer's specific skills and unique qualifications.

a. Reserve CAPTs who twice fail to select shall:

(1) Be given an opportunity to request transfer to the Retired Reserve if qualified;

(2) Be released from active duty at the end of their current obligation (PRD) unless retained through the administrative Retention Board; or

(3) Be discharged on the first day of the month following the month in which the officer completes 30 years total commissioned service (active and inactive) in accordance with Title 10, USC, 6389.

b. Generally, a reserve officer who is within two years of qualifying for retirement under Title 10, USC, 6323, 1332, or any purely military retirement system, may not be involuntarily released from active duty before he or she becomes eligible for that pay, except when separated for cause. SECNAVINST 1920.6(series) applies.

c. Failure of Selection for Promotion (Reserve Officers above the Grade of CWO4)

(1) IN THE GRADES OF O-5 AND BELOW. Unless retained on active duty by Retention Board action, member is involuntarily released from active duty on a date requested by the officer consistent with service needs, but not later than the first day of the seventh month following the month in which the Secretary of the Navy approved the report of the selection board which failed the officer for the second time. PERS-80 has responsibility for coordinating the actions required to notify all concerned of member's status and preparing appropriate letters of notification and release from active duty orders. Member is normally entitled to separation pay.

(2) IN THE GRADE OF O-6. Unless member is approved for retention on active duty by Retention Board action, member is involuntarily released from active duty at the end of his or her current obligation; may request transfer to the retired reserve if qualified; or is discharged on the first day of the month following the month in which the officer completes 30 years total commissioned service under 10 USC 6389. PERS-80 has responsibility for coordinating the necessary actions required to notify all concerned of member's status and preparing release from active duty orders. Member may be entitled to separation pay.

d. LIMITED DUTY OFFICERS AND CHIEF WARRANT OFFICERS. SECNAVINST 1920.6(series) contains guidance for the involuntary separation of Limited Duty Officers (LDOs) and Chief Warrant Officers (CWOs).

e. TRAINING AND ADMINISTRATION OF RESERVE (TAR) OFFICERS. Refer to SECNAVINST 1920.6(series) for specific policy regarding TAR officer separations.

4. TEMPORARY OFFICERS AND TEMPORARY CHIEF WARRANT OFFICERS

a. TEMPORARY OFFICERS. MILPERSMAN 1001-090 contains the administrative policy for the involuntary retirement/reversion of temporary officers.

(1) Present policy specifies that temporary officers in the grades of ENS and above whose permanent status is warrant or enlisted grade, if twice fail of select for promotion to the next higher grade, unless the

needs of the service otherwise require, shall:

(a) If eligible for retirement under 10 USC 6323, be afforded the option of retirement in the grade then held or reversion to their permanent status by the first day of the seventh calendar month beginning after the month in when the report of the board is approved.

(b) If within 2 years of attaining eligibility for retirement, be retained on active duty in present grade until eligible for such retirement.

(c) If not within two years of attaining eligibility for retirement, be separated by the first day of the seventh calendar month beginning after the month when the report of the board is approved.

(2) PERS-80 is responsible for the preparation of appropriate letters notifying the officers of their status and for issuance of appropriate NPC orders terminating their temporary appointment and reverting them to their permanent status. A copy of all letters of notification will be maintained by PERS-80.

b. Disposition of Temporary Officers and Temporary Warrant Officers Having Permanent Enlisted Status Upon Completion of 30 Years of Service

(1) Laws governing tenure of service for permanent officers in general provide for statutory retirement upon completion of 30 years of service. Since no similar provisions of law exist requiring the involuntary retirement of temporary officers, those provisions of law applicable to permanent officers have, insofar as possible, been made administratively applicable to temporary officers. Therefore, upon completion of 30 years of service, the appointments of temporary officers will normally be terminated. If eligible, these officers will be afforded the option of voluntary retirement in lieu of termination of their temporary appointments. In practically all cases, the individual concerned will request retirement in officer status rather than accept reversion to permanent enlisted rating and be discharged.

(2) Computation of service to establish the reversion or retirement date will be as follows:

(a) ENS and above (Based on 10 USC 6383 - Law applicable to statutory service retirement of officers designated for limited duty). Reversion/retirement date shall be on the last day of the month following the month of completion of 30 years of active naval service, exclusive of active duty for training in a reserve component.

(b) Warrant officers (Based on 10 USC 1305 - Law applicable to statutory service retirement of permanent regular warrant officers). Reversion/retirement date shall be 60 days after completion of 30 years of active service (which includes all active military service and active duty for training).

(c) Non-disability retirements will be effective the first day of the month; reversions the last day of the month.

d. INVOLUNTARY TERMINATION OF TEMPORARY APPOINTMENTS. Section 5596,

Title 10, U.S. Code, provides for the issuance of temporary appointments. Subsection (e) of this section also provides that the Secretary of the Navy may terminate any appointment made under that section of law. PERS-8 has the responsibility for coordinating the necessary actions required for the involuntary termination of temporary officer appointments, with PERS-80 preparing appropriate NPC orders effecting the termination.

e. OFFICERS REQUESTING CONTINUATION

(1) Any request received from a temporary officer for retention on active duty beyond the date he or she is scheduled for involuntary release because of twice failed of selection or completion of 30 years of active service shall be sent to PERS-80 for consideration by the Continuation Board.

(2) Officers who are offered continuation by the Continuation Board must either accept the full continuation period offered or decline continuation. Those who decline continuation will be eligible for separation pay.

(3) Officers who accept continuation and then submit their desire to be separated prior to their continuation date or who request resignation, will be considered as a voluntary resignation and will not be eligible for separation pay.

f. WITHIN TWO YEARS OF RETIREMENT ELIGIBILITY. MILPERSMAN 1100-060 provides that temporary officers who are within two years of attaining retirement eligibility on the first day of the month following the month in which the Secretary of the Navy approves the report of the Selection Board which failed the officer for the second time, shall be retained on active duty in present grade, subject to the needs of the service and at the discretion of CNPC, until eligible for such retirement. This does not apply to TERA.

g. Policy for release/retirement of reserve and regular officers on active duty, as promulgated by PERS-82, is as follows:

| CATEGORY | ACTION |
|---|---|
| USNR officers (CAPT and below) subject to release pursuant to MILPERSMAN 1920-110 (excluding TARs). | Release. |
| Retired officers (CAPT and below on active duty scheduled for release). | Release. |
| USN/USNR officers who have twice failed of selection and who are within two years of attaining retirement eligibility on 30 June. | Retain in current assignment if performance is satisfactory |
| USN officers scheduled for statutory retirement and retirement-eligible USNR officers. | Retire. |

## 10.11 INVOLUNTARY SEPARATION OF OFFICERS WITH SEPARATION PAY

1. REGULAR OFFICERS. Officers being involuntarily released or

discharged under honorable conditions who have at least six years of active service but have not reached retirement eligibility, are eligible for lump sum separation pay in accordance with Title 10, USC, Section 1174. Separation pay is computed as follows: ten percent of the product of Years of Active Service (YOAS) times 12 months' basic pay (10% x YOAS x 12 MBP).

2. LIMITED DUTY OFFICERS AND CHIEF WARRANT OFFICERS. SECNAVINST 1920.6(series) contains specific guidance concerning twice failed of select permanent or temporary LDOs and CWOs. NPC (PERS-80) is responsible for notification of officers subject to retirement, discharge, reversion, appointment or reappointment for failure to select and processes all such cases. SECNAVINST 1900.7(series) establishes policies and procedures for separation pay.

3. RESERVE OFFICERS. NPC (PERS-80) is responsible for determining eligibility for separation pay for reserve officers Involuntarily Released from Active Duty. Normally, reserve officers with at least six years active duty (officer or enlisted) who meet the eligibility requirements contained in SECNAVINST 1900.7(series) are entitled to separation pay.

a. SPECIAL ENTITLEMENT AND COMPUTATION OF PAY. The separation pay law provides that a member of a reserve component who is involuntarily released from active duty after having completed at least five years of active duty as either an officer, warrant officer, or enlisted person, is entitled to lump-sum separation payment computed on the basis of 10% times years of active service times 12 months' base pay. However, the separation payment of a member who is being separated for cause shall be computed on a maximum of $15,000. To determine years of active military service for use in computing separation pay, count each full month of service that is in addition to the number of full years of creditable service as 1/12 of a year. Disregard any remaining fractional part of a month.

b. PERSONS NOT ENTITLED TO PAYMENT. The following persons are not entitled to separation payments:

(1) Persons who are released from active duty at their own request.

(2) Persons who are released from active duty for training.

(3) Under regulations prescribed by the Secretary of Defense or by the Secretary of Transportation with respect to members of the Coast Guard when operating as a service in the Navy, persons who are released from active duty because of moral or professional dereliction (see SECNAVINST 1900.7).

(4) Persons who upon release from active duty are immediately eligible for retired pay or retainer pay based entirely on their military service under any provision of law.

c. OTHER RETIREMENT BENEFITS. A member of a reserve component who has received a separation payment and who qualifies for retired pay under any provision of Title 10, US Code, that authorizes his or her retirement upon completion of 20 years active service, may receive that pay subject to the immediate deduction from that pay of an amount equal the amount of the separation payment, without interest.

d. Release of personnel whose determined eligibility for separation

pay has been reversed or increased by any means requires PERS-4 approval. Assignment officers will utilize figure 10-5 for staffing.

## 10.12 SPECIAL SEPARATIONS

1. HUMANITARIAN SEPARATIONS. Officers who desire separation at the convenience of the government by reason of dependency or hardship should submit a resignation or release from active duty request as appropriate. Only those requests that have been determined by the cognizant Division Director to meet the hardship criteria will be forwarded to PERS-4 for approval. The officer's request must include the submission of the hardship and documentation as outlined in chapter 5 art 42.7a and MILPERSMAN 1910-200 for separation of enlisted personnel on the basis of dependency or hardship.

2. PREGNANCY SEPARATIONS. Policies governing the separation of officers at the convenience of the government by reason of pregnancy or childbirth are set forth in MILPERSMAN 1920-180.

## 10.13 RESIGNATIONS, VOLUNTARY RETIREMENTS, OR VOLUNTARY RELEASES FROM ACTIVE DUTY PRIOR TO COMPLETION OF APPLICABLE TOUR LENGTH

1. Resignations, voluntary retirements and Voluntary Releases from Active Duty (VOLRADs) are be deferred until an officer completes the minimum specified time at the present duty station - whether it be the Minimum Tour for Separation (MTS) or the Prescribed Tour Length (PTL) set by SECNAV for sea duty assignments and by DoD for all others as provided in chapters three and four of this manual.

2. Following a reassignment involving cost PCS orders, three categories are established for consideration of voluntary resignation, retirement/RAD requests.

a. Prior to MTS - requires extraordinary humanitarian reasons for waiver submission and waiver approval.

b. Greater than MTS but less than PTL "window" - the earliest period at which time an officer can be considered for resignation/retirement for other than humanitarian reasons.

c. At Prescribed Tour Length - requirements have been met; the latest time (excluding member initiated extensions) which must be served, provided other service obligated times are met.

3. Recommendations for humanitarian separation prior to MTS completion are based solely upon occurrence of urgent, severe humanitarian justification. Recommendations for resignation/retirement during the MTS-PTL window are made only when the strongest justification exists. In either case, waiver approval is required if the requested date is prior to completion of PTL. Considerations for retirement/resignation approval include:

a. Ability of the affected community to sustain loss of available manpower. Decisions to curtail prescribed tours in communities where manning shortfalls exist are viewed with the strongest scrutiny.

b. Completion of Time-On-Station or Overseas DoD Area Tour. Division directors/assignment officers deny retirement/resignation requests

which would result in transfer prior to completion of the DoD/SECNAV Prescribed Tour Lengths unless circumstances clearly substantiate a waiver.

c. Availability and efficient use of PCS funds. PERS-45 has been directed to monitor the number of early retirement/resignation waivers submitted versus PCS funds expended. Where inordinate levels of early retirements/resignations are identified, PCS funding levels are reexamined.

4. WAIVERS. All requests for voluntary retirement/resignation/RAD (regardless of when the orders were written or their stated tour length) must meet the tour length criteria of chapters three and four or have the appropriate waiver.

5. MINIMUM SERVICE REQUIREMENT (MSR) WAIVER PROCEDURES

a. Any obligation to remain on active duty, however incurred (e.g., commissioning source, flight training, PG school, bonus pay incentives or execution of PCS orders), must be satisfied or waived before a voluntary resignation, retirement, or release from active duty may be approved. With the exception of certain strictly defined VOLRADs (see article 10.6), Secretary of the Navy is the approval authority for all officer separations.

b. A request for voluntary separation prior to completion of MSR requires a waiver of the active duty obligated service incurred as the result of either (1) an approved voluntary extension of active duty for a USNR officer, or (2) notification of orders for a USN officer unless either a letter of intent or retirement or resignation request had been submitted. An Obligated Service Waiver request is used in conjunction with waiver procedures contained in article 10.1, paragraph 8 and article 10.6. Retirements which also require a waiver of active duty obligated service follow the procedures utilized for resignations (paragraph 8 of article 10.1). All waiver requests that are recommended for approval at the division director level are routed to PERS-45 for record purposes and for further routing/approval. Disapprovals do not require concurrence by a higher authority and are returned to PERS-82/83.

c. Officers' requests for separation prior to completion of the PTL but after MTS has been completed only need cognizant division director approval or as delegated.

d. PTL must be met or the appropriate time-on-station and DoD overseas curtailment waivers must be completed prior to issuance of cost PCS orders. However, a time-on-station waiver is not required for separation orders.

e. It is an assignment officer's responsibility to determine if the MTS and PTL criteria have been met. If a request for resignation/retirement/RAD requires a waiver and there is sufficient justification to support approval, the assignment officer requests the appropriate waiver. The resignation/retirement package is not forwarded until the waiver is approved. Disapproval authority for resignation/retirement/RAD requests, if disapproval is based upon an incomplete MSR, is delegated to PERS-4. A PERS-4 disapproval forwarded to PERS-82/83 results in denial of the resignation/retirement request.

## 10.14 HOME OF SELECTION

1. DEFINITION. JFTR, Volume 1, Appendix A, states: The term "Home of Selection," as used in these regulations, means the place selected by a member as the actual and continuous home upon retirement (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve), discharge with severance or separation pay, placement on the TDRL, or involuntary release to inactive duty with readjustment pay under the conditions outlined in JFTR, para. U5130-A1 (Note: See below for discussion of JFTR, para. U5130-A1). In accordance with Public Law 97-60, 1 November 1981, home of selection to a location outside of the continental United States is limited to those retiring members who: (1) had completed 18 or more years of active service as of 1 October 1981 or (2) those members whose home of record or place of entry was outside CONUS at the time of initial entry on active duty.

2. TRAVEL TO HOME OF SELECTION AUTHORIZED. JFTR, para. U5130-A1, states that a member on active duty may select his/her home and receive travel allowances from the last duty station when the member:

a. Is retired for physical disability or placed on the TDRL (without regard to length of service); or

b. Immediately following at least eight years of continuous active duty (with no single break therein of more than 90 days) is retired with pay for any other reason (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve), is discharged with severance pay, or is involuntarily released to inactive duty with readjustment pay.

c. Is involuntarily separated from active duty during the period between 1 Oct 90 and 30 Sep 99 (without regard to length of service).

3. HOME OF SELECTION FOR RESERVE OFFICERS INVOLUNTARILY RELEASED FROM ACTIVE DUTY WITH READJUSTMENT PAY. Paragraph U5130-A1, Item D, of the JFTR, authorizes naval reserve officers to travel to home of selection upon their involuntary release from active duty with readjustment or separation pay, provided they have at least eight years of continuous active duty (with no single break therein of more than 90 days). To implement the provisions of paragraph U5130-A1, Item B, JFTR, the following action will be taken in the case of naval reserve officers with at least eight years of continuous active duty who are scheduled for involuntary release from active duty with readjustment pay.

a. Assignment officers will request a statement of service from PERS-312. Attach a copy of the statement of service to the order memorandum and enter the following statement on the rough memorandum or other nomination: <u>Involuntary Release: at least 8 years continuous active duty</u>.

b. Placement officers will staple statement of service and completed home of record form obtained from PERS-312 should the statement of service fail to show the officer's home of record, and transcribe the above statement under item 2 on the smooth order memorandum.

4. TRAVEL TO HOME OF SELECTION NOT AUTHORIZED. JFTR, para. U5130-A2, precludes selecting a home for a member on active duty:

a. Who is retired without pay;

b. Who has less than eight years of continuous duty immediately preceding retirement for any reason (other than physical disability or

involuntary separation from active duty during the period between 1 Oct 90 and 30 Sep 99);

c. Who is discharged with severance pay (and has less than 8 years of continuous active duty except as provided in paragraph 2c);

d. Who is involuntarily released to inactive duty with readjustment pay (and has less than 8 years of continuous active duty except as provided in paragraph 2c or based upon separated under VSI or SSB Program during the period 5 Dec 91 through 30 Sep 99). (See JFTR, par. U5130-A2)

5. TIME LIMITATION TO SELECT A HOME. JFTR, paragraph. U5130-B, provides a general time limitation of one year for selecting a home and completing travel following termination of active duty, except where the member is undergoing hospitalization, medical treatment, education or training on the date of termination of active service. A member who is confined, undergoes treatment or commences education or training (in order to qualify for acceptable civilian employment) during the one-year period subsequent to the date of termination of active service may have this period extended to equal the member's hospitalization, treatment, education, or training. A member entitled to travel to a home of selection under provisions of JFTR, para. U5130-A1, who desires an extension of the time limit under provisions of JFTR, para. U5130-B, may submit a request in person or in writing to their local personal property transportation office. Requests should include DD-214, final travel voucher/claim and other supporting documentation (i.e., transcript, medical report, etc). See JFTR, para. U5230, for travel of dependents of members who are authorized to travel to a home of selection.

6. RECALL TO ACTIVE DUTY PRIOR TO SELECTION OF A HOME. A member entitled to select a home but recalled to active duty prior to making the selection may, upon subsequent termination of active duty for any reason under honorable conditions, select a home, provided that travel is performed to the selected home within one year after last release from active duty. (See JFTR, para. U5130-C.)

7. RECALL TO ACTIVE DUTY SUBSEQUENT TO A SELECTION OF A HOME. A member recalled to active duty subsequent to the selection of a home will, upon termination of active duty under honorable conditions, be entitled to travel and transportation allowances from last duty station to the home previously selected or to the place from which called to active duty. (See JFTR, para. U5130-D.)

8. POLICY ON ASSIGNMENT TO A NAVAL ACTIVITY IN THE VICINITY OF "HOME OF SELECTION" PRIOR TO RETIREMENT. Frequently an officer will request assignment in or near the area where he or she intends to reside after retirement, or request to be processed for separation incident to retirement at a naval activity near that area. Officers whose date of retirement will provide for a tour of at least one year in the area are approved if a billet exists in that area. When the needs of the service dictate, he/she may be moved to a final duty station where a billet exists for which the member is qualified, if the period remaining equals or exceeds a total of three months.

a. Comptroller General Decision 42 COMP GEN 187 (1962) (B-149558, 1 October 1962) held that a member may not select a place of separation based on its nearness to his/her future home following retirement, transfer to the Fleet Reserve, discharge, or RAD. The Comptroller General held in this decision that orders based on such a selection of place of separation are

permissive orders and no entitlements accrue.

b. In view of this, the following action is taken in cases of prospective retirement. If conditions permit, the officer is employed at current duty station until retirement. Where movement is appropriate or necessary, the available courses of action are:

(1) Transfer to nearest port of entry from overseas for final separation and selection of home.

(2) Order under PCS directive-type orders to station near prospective home of selection where the public interest is served by doing so, and where prospective tour at the new station equals or exceeds three months. These orders specify "duty" and do not contain any reference to home of selection or retirement.

## 10.15 INCLUSION OF SEPARATION CODE DATA IN SEPARATION ORDERS

1. BUPERINST 1900.8 (series) outlines detailed instructions for the preparation of DD Form 214 (Armed Forces of the US Report of Transfer or Discharge) and requires the separation reason code be identified to the detaching command at the time separation orders are issued. To ensure the separation activity is provided the proper reason for separation, the following action is required:

a. OFFICES ORIGINATING THE SEPARATION ORDER. Clearly indicate appropriate separation code in the appropriate block (#0170) in the Officer Assignment Document (OAD) or in OAIS at the bottom of screen 1. Care must be used in selecting the appropriate separation code from NAVMILPERSCOMINST 1900.8 (series).

(1) ELECTRONIC ORDERS. A separate message addressed to the separation activity or its Personnel Support Detachment is printed with the separation code identified by the OAD or screen 1. It will have a DTG# separate from the separation order and be processed at the same time.

(2) MANUAL ORDERS (PREPARED IN PERS-455). A separate message addressed to the separation activity or its Personnel Support Detachment is manually typed at the same time the separation order is typed. It will have a DTG# assigned separately from the separation orders and, in most cases, is forwarded to the communications office at the same time as the separation message order.

b. ORDER PROCESSING BRANCH

(1) Orderwriting adds the following paragraph to message separation orders:

> "Related subject not for quotation or transcription in separation documents retained by off. Enter only on DD Form 214N copy two per NAVOP 46/74. If SEPROS not at your CMD off will carry copy this msg in an envelope addressed to separation acty. This msg will not be retained by off after compl SEPROS." Enter across block 27, copy two: "These orders - _____ code."

(2) Letter separation orders have attached a cover letter addressed to the command providing the separation code information. This

letter is prepared by placement officers.

## 10.16 PCS TRAVEL INFORMATION

Commands resigning, retiring, separating or terminating personnel from active duty for any reason, are responsible for ensuring that the member completes the NAVPERS 7041/1 Travel Information Form as required by BUPERINST 7040.6 or 7040.7 as applicable. The completed form will be mailed to:

Director
Navy Family Allowance Activity (PCSVAD)
Anthony J. Celebrezze Federal Building
Cleveland, Ohio 44199

PASS/PERS servicing offices will provide necessary forms and counseling and will ensure accurate and timely submission of the travel information.

FIGURE 10-1

OFFICER SEPARATION MATRIX

| SOURCE | TYPE SEPARATION | PROCESSED BY | OBLIGATED SERVICE WAIVER AND AUTHORITY TO APPROVE SEPARATION |
|---|---|---|---|
| USNR | RAD upon completion of required active duty | PERS-834 | Approval by Detailer |
| USNR | RAD prior to completion of active duty obligation | PERS-834 | Recommendation and/or approval per SECNAVINST 1920.6 (series) |
| USNR | IRAD | Detailer | Any required waiver and final approval by SECNAV |
| USNR | RESIG prior to completion of service obligation. | PERS-834 | Waiver recommended by PERS-4, Approval by CNPC. |
| USNR | RESIG upon completion of all service obligation | PERS-834 | CNPC approval |
| USNR | Discharge (disciplinary) | PERS-834 | SECNAV approval |
| USN | RESIG prior to completion of all obligation service. | PERS-834 | Waiver recommended by PERS-4. Approval by CNPC. |
| USN | RESIG upon completion of active duty obligation. | PERS-834 | CNPC approval |
| USN | Discharge (due to failure of selection) | PERS-8023 | Statutory |
| USN | Discharge (disciplinary) | PERS-834 | SECNAV approval |

FIGURE 10-2

PROPOSED INVOLUNTARY RELEASE FROM ACTIVE DUTY (IRAD)

GRADE/NAME:_____ PRD (yr/mo):_____

SSN/DESIG:_____ OBLIGATED SVC (yr/mo):_____

DUTY STATION:_____ WAIVER (mos):_____

COMMISSIONED (yr/mo):_____

IRAD DATE (yr/mo):_____ MINORITY: yes no (circle)

PERS-
REASON:

Recommend: Approval Disapproval (circle) _____
BRANCH HEAD

---

PERS-
COMMENTS:

Recommend: Approval Disapproval (circle) _____
DIVISION DIRECTOR

---

PERS-834 (SEPARATION PAY ELIGIBILITY)
STATEMENT OF SERVICE ATTACHED: yes no ELIGIBLE / INELIGIBLE (circle)
FOR SEPARATION PAY
COMMENTS:

Recommend: Approval Disapproval (circle) _____
OFFICER SEPARATIONS

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PERS-00J/61 (REQUIRED FOR MINORITY OFFICERS ONLY)
COMMENTS:

Recommend: Approval Disapproval (circle) _____
SPECIAL ASSISTANT FOR
MINORITY AFFAIRS

---

PERS-45
COMMENTS:

Recommend: Approval Disapproval (circle) _____
DIRECTOR, DISTRIBUTION
MANAGEMENT ALLOCATION,
RESOURCES AND PROCEDURES
DIVISION

PERS-4B
COMMENTS:

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# CHAPTER 11

## RECALL OF RESERVE OFFICERS AND RETIRED OFFICERS AND RETENTION OF RETIRED OFFICERS


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# CHAPTER 11

## RECALL OF RESERVE OFFICERS, RETIRED OFFICERS AND RETENTION OF RETIRED OFFICERS

### 11.0 INTRODUCTION

This chapter deals with voluntary recall to active duty of reserve and retired officers, and retention on active duty of retired officers. Because of the essentially statutory nature of these matters, much less flexibility or exception is possible. It is essential that detailers, placement officers and administrative support personnel dealing with these matters clearly understand that reserve and retired officers have particular statutes governing recall; hence, users are cautioned to be precise in their use of this section.

### 11.1 VOLUNTARY RECALL OF RESERVE OFFICERS

1. DIRECTIVE. MILPERSMAN 1320-150 contains grade limitations and other information concerning the voluntary recall of reserve officers to extended active duty.

2. SELECTION. In addition to service needs, the basic criterion for selection for general recall is whether, in the opinion of the staff, the candidate is fit by reason of age, education, previous naval and civilian experience, past performance, assignability, etc., to compete successfully on a career basis with his or her contemporaries. Final approval or disapproval in the selection of officers for recall to active duty rests with cognizant division directors. However, even in the event of division director approval, no commitment is made to the applicant until a quota has been assigned and PERS-82 clearance has been given. Only in those cases where there are insufficient quotas remaining or adjudication at the flag level is required is the matter forwarded to PERS-4 for decision or review. Selection of officers for recall in the TAR program is managed separately and is by recommendation of the TAR selection board under the cognizance of PERS-443.

3. PROCESSING OF APPLICATION. Applications for recall to active duty are processed upon receipt by PERS-80, which obtains the applicants microfiche record and prepares a recall staffing sheet. The request is staffed to PERS-9 for verification of reserve status, and to the appropriate assignment officer. Applications for recall to active duty in any branch of the Naval Service (unrestricted or restricted line, staff corps or any program leading to recall) from officers trained in nuclear propulsion are referred to PERS-42 by PERS-80 for comment regarding potential of the candidate for service in nuclear billets in accordance with BUPERSINST 1540.41A. If the recall request is approved by the detailer and the cognizant division director, it is staffed back through PERS-80, who assigns a recall quota granted from N-131 and obtains clearance for recall from PERS-82. PERS-80 and N-131 maintain positive control over recall quotas. After approval, PERS-80 notifies the officer by official letter and returns the record and staffing sheet to the cognizant assignment officer. After issuing recall orders, the assignment officer returns the case to PERS-80 with a copy of the recall orders attached. If the request is disapproved, PERS-80 notifies the officer of the decision.

4. ORDERS. Orders to officers approved for recall to extended active duty are issued by the cognizant assignment officer. Orders contain an

agreement to remain on active duty, normally for a period of two years. All order nominations are chopped by PERS-80. The member's command and the Personnel Support Detachment (PERSUPPDET) will process the member on active duty in accordance with MILPERSMAN 1320-020 and OPNAVINST 1000.23 series Chapter 5, para. gg.

5. PHYSICAL WAIVERS

a. Orders recalling officers to active duty provide for their own cancellation in cases where the officer is found not physically qualified for active Naval Service. However, in some cases the examining medical officer may recommend, usually by message, that the disqualifying defect be waived. Such messages are normally addressed to NPC for action and BUMED for information.

b. In all cases of officers being recalled to extended active duty, PERS-80 prepares the message or letter which notifies the officer of the final action with regard to the physical waiver. In those cases where the waiver is not granted, the paragraph of the orders which directs the officer to return home and consider himself/herself released from all active duty becomes operative. A cancellation of the unexecuted portion of the orders is necessary for personnel and fiscal accounting purposes.

## 11.2 VOLUNTARY RECALL OF RETIRED OFFICERS AND RETENTION OF RETIRED OFFICERS

1. POLICY. Section 688, Title 10, U.S. Code and SECNAVINST 1811.4 (series) apply. In the interest of the service and government, officers may be voluntarily recalled from retirement and ordered to active duty, or concurrently retired and voluntarily retained on active duty. Voluntary recall or retention is not a special privilege. Within statutory limits, billets to be filled by retired officers on other than a temporary basis are limited to those where continuity is unique and special qualifications are essential. The period of recall to active duty/retention in a retired status is normally determined on an individual basis.

2. APPROVAL. CNPC may authorize recall or retention of retired officers in grades O-6 and below. Only the Secretary of the Navy may authorize retention of officers who are selected for early retirements (SER) and are requesting to remain on active duty into the next fiscal year.

3. ORDERS. PERS-82 prepares all orders for the continuation on active duty of officers immediately upon retirement. PERS-80 prepares orders to retired officers approved for recall, except for officers being recalled in connection with board duty or convoy commodore training. Orders for officers recalled specifically for board duty are prepared by PERS-455D. The cognizant detailer prepares orders for officers recalled to active duty in connection with convoy commodore training. Order modifications to permit or direct release from active duty on a date other than specified in the retirement orders are prepared by PERS-82 or the cognizant placement officer, depending on time until date of release.

4. PHYSICAL WAIVERS. The procedures of paragraph 5 of article 11.1 are followed. Officers on the Temporary Disability Retired List (TDRL) are not voluntarily recalled unless so recommended by the Chief, Bureau of Medicine and Surgery, and approved by CNPC.

5. DETAIL TO COMMAND/PROMOTION. Section 750 of Title 10, U.S. Code,

provides that retired officers of the Navy on active duty have the right to command. Retired officers on active duty are ineligible for promotion (10 USC 5786).

## 11.3 INVOLUNTARY RECALL OF RESERVE AND RETIRED REGULAR OFFICERS

1. Pursuant to Section 673 of Title 10, U.S. Code, in time of national emergency declared by the President after January 1, 1953, or when otherwise authorized by law, an authority designated by the Secretary of the Navy may, without the consent of the persons concerned, order any unit, and any member not assigned to a unit organized to serve as a unit, in the ready reserve under the jurisdiction of the Secretary of the Navy to active duty (other than for training) for not more than 24 consecutive months. MILPERSMAN 1001-090 promulgated guidance for establishing priorities of eligibility for involuntary recall to active duty of individual members of the ready reserve of the Navy under the provisions of Section 673 of Title 10, U.S. Code. PERS-9 is responsible for coordinating the involuntary recall of ready reservists with the various area CDRs and with the Chief of Naval Operations and other activities as may be required. A board has been established within PERS to act on requests for deferment from involuntary recall received from individual reserve officers. PERS-80 is the recorder of the Deferment Board.

2. ASSIGNMENT OF MOBILIZED RESERVISTS. In the event that reserve officers are mobilized, the Naval Reserve Personnel Center (NRPC) is responsible for recalling and assigning selective and inactive reserve officers. Upon completion of the assignment process, there will be recalled reserve officers remaining who cannot be assigned by the NRPC.

a. These officers will be uniquely identified by NRPC and forwarded to PERS-80 in an automated format via magnetic tape. The UIC field of each record will be blank, the activity name will be "mobilization" and these officers will be integrated into the Active Officer Master Personnel File and will become available to the PERS-4 assignment officers.

b. Upon receipt of this group of recalled officers, PERS-80 will produce and forward the PERS-455D MAPMIS report 3060-0002 and ODCs. PERS-455D will then distribute these reports and ODCs to appropriate assignment officers. PERS-4 assignment officers will prepare orders for these officers to satisfy remaining unfilled requirements.

3. RETIRED REGULAR OFFICERS. Pursuant to Section 688 of Title 10, U.S. Code, the Secretary of the Navy may order any retired member of the Navy to active duty at any time. PERS-9 has responsibility for coordinating the involuntary recall of retired officers of the regular Navy as may be required pursuant to the foregoing provisions of the law.

## 11.4 ACTIVE DUTY FOR SPECIAL WORK (ADSW)

1. POLICY. Through the ADSW Program, Navy Selected Reserve (SELRES) members (officers and enlisted) may be temporarily ordered to active duty to perform short-term nonrecurring, operationally urgent projects that cannot be accomplished with assigned personnel and where no practical alternative exists. The ADSW program is a personnel management tool that takes into consideration the effect approvals have on manpower factors, including end strength and promotion/advancement opportunities. It is necessary that ADSW be used with discretion and within fiscal year (FY) budget limitations. The ADSW program is not a career program; therefore, there is no entitlement,

contractual or implied, which guarantees continued assignment to achieve active duty retirement eligibility or other career incentives. Officers on ADSW are excluded from lineal lists but are included in end-strength reports when their tour exceeds 179 days. Pay and allowances are chargeable to the Military Personnel, Navy appropriation. Cost of travel and per diem is chargeable to the Operations and Maintenance, Navy appropriation.

2. PROCESSING REQUESTS

a. ADSW requests for support of regular Navy requirements, funded by Military Personnel Navy (MPN) should be submitted to NPC (PERS-80) via the chain of command and cognizant program manager. Requests for support of Naval Reserve requirements, funded by Reserve Personnel Navy (RPN) should be submitted to NPC (PERS-92). Requests for health care providers/support should be submitted directly to the Bureau of Medicine and Surgery (BUMED) (Code-252), for review and validation of need. BUMED coordinates issuance of orders with NPC for approved requests. Commands may submit letter requests for ADSW any time during the fiscal year, but not later than 30 days prior to the desired start date. All requests must be submitted IAW OPNAVINST 1001.20 series.

b. Requests identify a qualified candidate and include a detailed description and justification of duties to be performed, impact on the command mission if ADSW support is not approved, duration of requirement, and complete mailing address along with Unit Identification Code (UIC) and a command point of contact with DSN/commercial telephone number. ADSW is designed to be a cost effective program that covers the cost of the member's base pay only; therefore, a local address (within the local commuting distance of assigned duty station) is desired. Should the situation dictate, members may be ordered to a reserve center local to their residence and the requesting command may issue Temporary Additional Duty (TAD) cost orders to the desired place of duty. Local reserve activities are a source for identifying qualified and available candidates.

3. ELIGIBILITY CRITERIA FOR ADSW.

a. The ADSW candidate must be in a satisfactory drilling status in the selected reserve or voluntary training unit (VTU). IRR members are not eligible.

b. Retired personnel are not normally considered for ADSW unless they possess unique qualifications and skills that cannot be met by other active duty or reserve personnel.

c. Officers who have twice failed of selection for promotion are normally ineligible.

d. Candidates must have less than 16 years total active military service and must not be within 3 years of receiving non-regular retirement pay. Individuals who require a Secretary of the Navy (SECNAV) age waiver are not normally considered.

e. Candidates must be otherwise eligible in all respects and meet physical requirements of the MANUAL OF THE MEDICAL DEPARTMENT and the physical readiness standard of OPNAVINST 6110.1 (series), and have a page thirteen entry (NAVPERS 1070/613) as outlined in OPNAVINST 1001.20 (series).

f. Candidates must not have been separated with severance pay.

g. Candidates must not be otherwise employed by the federal government, other than in a leave status without pay, during the period of ADSW.

h. Candidates must be qualified to perform the duties for which nominated.

i. Candidates must have an acceptable record of performance.

j. Candidates must possess the necessary security clearance required in the proposed duty assignment.

4. ORDERS. PERS-9 and PERS-80 issue all orders for the Summer Augmentation Program.

5. VOLUNTARY RECALL TO ACTIVE DUTY IN RESERVE PROGRAM BILLETS. Opportunities for voluntary recall to reserve Program Billets (including billets authorized under 10 USC 265) are advertised on an as needed basis. Application procedures for these non-career positions are contained in COMNAVPERSCOMINST 1132.1 (series).

6. CANVASSER/RECRUITER PROGRAM. The Naval Reserve Canvasser/Recruiter Program provides an opportunity for recall to active duty in Naval Reserve Recruiting Program billets. Details and application procedures are contained in BUPERSINST 1133.29C.

## 11.5 CONSIDERATION FOR ACTIVE DUTY PROMOTION SELECTION BOARDS

Officers recalled to active duty are placed on active duty precedence lists under provisions contained in MILPERSMAN article 1320-150. As a result such officers are often eligible for consideration, in zone or above zone, for promotion by an active duty promotion selection board within one year of reentering active duty. See article 9.5 of this manual.

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