

MILPERSMAN 1306-700

EXCHANGES OF DUTY (SWAPS)

Responsible Office	NAVPERSCOM (PERS-40)	Phone:	DSN	882-3510
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References	DODD 1315.7 of 9 Jan 87
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1. **Policy.** There are occasions when reassignment of a member to a specific area would be highly beneficial to the member from a morale standpoint, but not justifiable in view of the expenditure of government funds required. Permanent change of station (PCS) transfers of this nature must be made on a low- or no-cost-to-the-government basis.

a. Low-cost exchange of duty must meet the costing criteria of a low-cost PCS move set forth in DODD 1315.7 (currently \$1,000 or less).

b. No-cost exchange of duty must meet the mileage criteria of no more than 30 miles away from servicemember's present duty station (geographic location).

2. **Eligibility Requirements**

a. Complete at least 12 months on board present duty station at the time the exchange of duty actually occurs.

b. Not in receipt of PCS orders.

c. Identical rate and rating, serving in the same type duty classification code, or if present assignment is based on a Navy Enlisted Classification (NEC) code requirement, the same NEC.

d. Approval by each servicemember's commanding officer (CO) and Navy Personnel Command (NAVPERSCOM).

e. Exchange of duty are not authorized for transfers from continental United States (CONUS) to overseas, or vice versa. Exchange of duty for personnel stationed overseas are only

authorized when no change of entitlements will occur. Check with the Command Financial Specialists for assistance.

3. **Waivers.** If both COs involved approve of the exchange of duty, Assignment Control Authorities (ACA), Enlisted Placement Management Center (EPMAC), and NAVPERSCOM may authorize waivers of paygrade and/or NECs on a case-by-case basis. Refer to the command's Enlisted Distribution Verification Report to verify if specific NECs are required for the billet(s).

4. **Criteria.** Personnel serving on shore duty are eligible for exchange of duty only with personnel serving on shore duty, and those serving on sea duty are eligible for exchange of duty only with those serving on sea duty.

a. Both service members involved must have sufficient time remaining on their normal shore tour (NST) or prescribed sea tour (PST) to have a minimum of 12 months at the new command.

b. Due to the lengthy qualification time involved with nuclear propulsion plants, nuclear-trained personnel are required to have sufficient time remaining to complete a 24-month tour at the receiving command.

c. Submission and approval of a request for exchange of duty will constitute a voluntary extension on sea duty in cases where insufficient time remains on the member's current PST.

d. Exchange of duty requests involving males swapping with females and vice versa must be approved by the Women in Ships Coordinator, Navy Personnel Command (NAVPERSCOM) (PERS-402D) due to limited female berthing on board some vessels.

e. Travel outside CONUS via Air Mobility Command is not authorized. Fleet commanders may authorize utilization of fleet units for transportation where practicable and feasible.

5. **Procedures.** NAVPERSCOM will provide a database on the BUPERS Access web site WWW.BUPERSACCESS.NAVY.MIL. Servicemembers can log on and enter their request or search for possible exchange of duty. Once an exchange of duty is found, each member desiring to exchange of duty must submit an NAVPERS 1306/7 (1/03), Enlisted Personnel Action Request per MILPERSMAN 1306-112.

a. The following data is necessary to complete an online exchange of duty request:

(1) Rate (and prospective rate if authorized advancement).

(2) Homeport location (geographic location of current duty station).

(3) Three choices for the new location where you wish to serve.

(4) Primary Navy Enlisted Classification (PNEC) code and Secondary Navy Enlisted Classification (SNEC) code if required per your command's EDVR. Do not enter NEC(s) if your billet does not require them, as it can eliminate others from being able to exchange duty with you.

(5) Expiration of Active Obligated Service (EAOS) - year and month.

(6) Projected Rotation Date (PRD) - year and month.

b. Exchange of duty information will be deleted from the BUPERS Access data base 12 months prior to your PRD.

6. **Submission of Request for Exchange of Duty.** Once a match is found, submit a request at least 30 days prior to the desired date of transfer on NAVPERS 1306/7 to the appropriate detailer via both COs, info copy to EPMAC.

a. Submit requests from non-designated SN/FN/AN personnel to CO, EPMAC (Code 47).

b. Make the following entry on NAVPERS 1070/613 (10/81), Administrative Remarks, prior to submitting a NAVPERS 1306/7 request for a no-cost-to-the-government travel authorization:

"I understand if my request for travel authorization by reason of exchange of duty is authorized, it will be as a result of my own request for my personal convenience, and be made at no-cost-to-the-government. I shall not be entitled to reimbursement for any expenses connected therewith (travel, household goods shipment, or privately-owned conveyance shipment) and government transportation. Use of Air Mobility Command is not authorized for myself and/or my family members. I shall not be entitled to payment of dislocation allowance and my transfer will be made during a leave period with no proceed or travel time authorized."

Member's Signature

Witnessed: _____
C. J. WIRTZ
CDR, USN, Personnel Officer

7. **Forwarding Endorsement on Request for Exchange of Duty.** In the forwarding endorsement, each CO must include the following information:

a. A definite recommendation indicating approval or disapproval. If disapproval is recommended, state reason(s).

b. Certification the service record entry required above has been made.

c. Any pertinent command-related dates (i.e., scheduled change in homeport, deployment schedules, etc.).

8. **Submission of Expedient Request for Exchange of Duty**

a. In certain instances, the time involved may preclude forwarding exchange of duty requests as delineated above (e.g., deployed units, units facing imminent deployment, and other rare

instances where, in the judgment of the CO involved, speed is essential).

b. In these instances, after approval of both COs involved, approval may be obtained from the ACA, Detailer, NAVPERSCOM, or EPMAC via message. Allow a minimum of 5 working days for responses.