

NAVY Supply Corps



*It's Your
Detail*



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* **Disclaimer** – All information contained in this playbook (including web and email addresses) is considered current as of the latest update, but is subject to change prior to the release of another update.

Purpose

The purpose of this booklet is to assist you in understanding the detailing process and procedures. Officer details originate from the Office of Supply Corps Personnel (NAVSUP OP) located in Millington, Tennessee at Navy Personnel Command. Understanding the Navy's general Permanent Change of Station (PCS) regulations and the Supply Corps community's career timeline will help you as you plan your career or provide guidance for others. Refer to *It's Your Career* and the other playbooks to help build your career in the Supply Corps.

The Detailing Process Overview



Detailing consists of carefully balancing three critical elements: personal desires, individual career development and the Navy's mission. These elements are commonly referred to as the “**Detailing Triad.**”

How am I Detailed in the Supply Corps?

- CAPT:** Chief of Supply Corps is your detailer; based on calendar year.
- CDR:** Gaining command plays significant role; based on calendar year.
- LCDR:** NAVSUP OP details; courtesy copy of Officer Data Card (ODC) to commands; based on Projected Rotation Date (PRD) (minus 30 days or plus 90 days).
- LT and Below:** Based on PRD (minus 30 days or plus 90 days).

The detailing process begins by identifying a requirement, usually caused by a projected transfer of an incumbent or the establishment of a new billet. Detailers try to fill this requirement with an officer who has a PRD near the required fill date. Communication is the primary catalyst for an effective detail. Communicating your preferences and goals early in the process to the detailer is critical. Please feel free to call or email your detailer at anytime to discuss career progression questions and let him or her know your preferences for next assignment.

[Click here](#) for the Supply Corps Officer Detailers link with billet lists.

Negotiating Your Orders

O-4 and Below Detailing

All O-4 and below detailing is done "in the pit" by five detailers. Each detailer is assigned the responsibility of a specific pay grade and billet type (operational/overseas, shore, Full Time Support/GWOT Support Assignment (FTS/GSA) to detail. They work closely together, as each detail tends to affect what is being worked at another desk. The following "detailing windows" apply for O-3 and below:

CONUS	8 months
OVERSEAS	10 months (once on station for 12-month unaccompanied orders)
GSA	As soon as GSA orders are accepted

Detailing Windows by Month:

CONUS - 8 Months		OCONUS - 10 Months	
PRD	Enter Window	PRD	Enter Window
January	May	January	March
February	June	February	April
March	July	March	May
April	August	April	June
May	September	May	July
June	October	June	August
July	November	July	September
August	December	August	October
September	January	September	November
October	February	October	December
November	March	November	January
December	April	December	February

The following "detailing window" applies for O-4:

CONUS/GSA	
OVERSEAS/	12 months prior to PRD

O-5 Detailing

Commander detailing is managed by the Director, Detailing Division (OP1) and the Assistant (OP1A). Detailing is handled by calendar year and not by PRD. Once a year, usually in late spring, a list of available billets for the following year is emailed to Commanders with planned rotations the following year. Each prospective command plays a significant role in the detailing process through its review and selection of proposed officers.

O-6 Detailing

Captain detailing is managed for the Chief of Supply Corps by the Director, Supply Corps Personnel (OP) and the Assistant (OPA). Detailing is handled by calendar year and not by PRD. Once a year, usually in the spring, a list of available billets for the following year is emailed to Captains with planned rotations the following year. The Chief of Supply Corps will make final detailing decision for Captains.

Tour Lengths and General Timeline

[MILPERSMAN 1301-110](#) (Officer Distribution – Prescribed Sea Tour and Recommended Shore Tour Lengths) outlines policy regarding tour lengths.

Overseas Tour Lengths

[MILPERSMAN 1300-308](#) and [JFTR/JTR Q1-1](#) (Tour Lengths and Types) provide guidance on overseas duty.

Additional pertinent information concerning assignments and overseas duty can found in the [MILPERSMAN \(1300-Assignments\)](#).

PRD Adjustments

[MILPERSMAN 1301-104](#) governs officer detailing as related to tour lengths and rotations. PRD adjustment requests of less than 30 days to the left or 90 days to the right do not require a formal letter of request. PRD adjustment requests of greater than 30 days to the left or 90 days to the right require a letter from the officer stating reason for PRD adjustment accompanied with an endorsement from the officer's command. Sample letter can be found on the [SC Career Counselor website](#).

GSA/IA Assignments

GSA is the term for a negotiated, PCS tour in support of overseas contingency operations (OCO) that meet existing Joint Manning

Document (JMD), Request for Forces (RFF) or other OCO demand signals. The goal is to mainstream **Individual Augmentation (IA)** assignments (“rip to fill”) with existing detailing practices to increase predictability, stability and notification. Any officer is eligible if they choose to volunteer. The general GSA/IA Business Rules are as follows:

All officers must go through GSA detailer with the following exceptions:

- Those who completed a six month deployment within six months of PRD
- Those completing a DoD mandated unaccompanied tour
- Those en route to a required milestone, internship or flag aide/EA
- Those who completed an IA in the last 24 months

Post GSA/IA Dwell

[NAVADMIN 333/10](#) outlines GSA rules governing GSA orders to include “dwell” time between these types of assignments.

Bundling of Orders (O-4 and below)

Orders may be “bundled” for GSA assignments only-- not IA assignments. (“Bundled” orders are negotiated follow-on assignments upon completion of GSA. The officer can see and accept future available assignments at time of taking GSA orders.)

When Will I Get My Orders?

Generally, the goal is to provide written orders four to six months prior to detachment of the individual. This timeline may be constrained by annual PCS funding levels or other factors. Commander, Navy Personnel Command (NPC) has ultimate release authority on all PCS orders. Once orders are released, they can be viewed via the [NSIPS](#) self-service page.

How the Orders Process Works

The orders release process requires various actions within the NPC from the time orders are proposed (“propped” in the Officer Assignment Information System (OAIS)) to the time they are released to the service member. All orders start with the **originating detailer**.

Common to all orders are the approvals from the **gaining and losing command's placement officer**. Placement Officer concerns center around the needs of the command and not the needs/desires/career progression of the service member. Detailers primarily concern themselves with the needs/desires/career progression of the service member. *In short, placement is responsible for billets and detailers are responsible for people.*

All orders will also have a **quality assurance** review by the costing branch and ultimately be released by a separate branch that handles the **funding** of orders which is dictated by PCS funding levels. Orders are released only after they have received funding via line of accounting (LOA). Other reviews and actions that may be required depending on the type of orders being executed include: Acquisition (PERS 447), Joint (PERS 45J), Subspecialty (PERS 45E), Exceptional Family Member (EFM), Physical Fitness Assessment (PFA), and Special Interest items.

Separations

Release from Active Duty (RAD) requests must be submitted nine to twelve months in advance of separation. [MILPERSMAN 1920-200](#) outlines Officer Resignation procedures. Separation orders are processed by PERS 834F at 901-874-2095.

Selected Reserves (SELRES) Opportunities

Incentives for affiliating with the Navy Reserve include:

- Veterans who affiliate with the Navy Reserve within six months of release from active duty qualify for a two year deferment from involuntary mobilization.
- Personnel who affiliate between seven and 12 months qualify for a one year deferment.
- After the deferment period, you will be considered for mobilization.
- A recent benefit added is that drilling reservists (SELRES) now can obtain medical coverage through Tricare Reserve Select.

Please go to the [Stay Navy](#) website which will give you more information on opportunities and benefits of serving in the reserves and how to leverage your active duty time you have already served.

If you have any questions on the reserves or what types of Supply Corps community opportunities are in the reserves, please feel free to contact the Reserve Component Program Manager at 901-874-4621.

Full Time Support (FTS)

Officers interested in the FTS community must apply through a redesignation board that meets twice a year in the spring and fall. [Click here](#) for a “one stop shop” for redesignating into an FTS community (instruction, sample package, FAQ, etc.):

Retirements

[MILPERSMAN 1810-020](#) and [OPNAVINST 1811.3A](#) spell out voluntary retirement to include time in grade requirements.

SUPPLY CORPS CAREER PROGRESSION CHART

RANK	YEAR	TOUR	POSSIBLE TOURS	MARKET BASKET MILESTONES
FLAG	31+	FLAG TOURS	COCOM J4, TRANSCOM J5, JOINT STAFF J4, OSCR, DSCC, NEXCOM, WSS, NAVSUP, GLS, OPNAV N41	
	30			
	29			
	28			
	27			
CAPT	26	Shore: CONUS, OCONUS, JOINT (If not JSO)	FLC, NAVSUP, COMCOMs, Policy Development, Program Office	JQO Designation, APM, Competition, Policy, Program Level, Command, TVST
	25			
	24	Shore: CONUS, OCONUS, JOINT (If not JSO)	WSS, NAVSUP, DLA HQ, JCS WASH, COMCOMs, DLA ICPs, Command, Joint Staff	Competition, TVST, Executive Education, JQO Designation, Policy, Program Level, Command
	23			
	22			
CDR	21	Shore: CONUS, OCONUS, JOINT O-5 Operational Tour	Large Sup Afloat, COCOMs, Joint Staff, JCS Wash, OPNAV, DLA, Overseas shore, LOGSU	Competition, 2nd Warfare Qualification, Policy, O-5 Sea, TVST
	20			
	19			
	18	Shore: CONUS, OCONUS, JOINT	Tours in Sup Chain, Acq, OPLOG, JOINT STAFF, STAFF, COCOMs, JOINT Tours, Overseas Shore (if not been)	JQO Designation, APM, Competition, IA, TVST
	17			
	16			
LCDR	15	Shore: CONUS, OCONUS, JOINT 3rd Operational Tour	ASUPPO/PAL/PAS Large Afloat, STAFF, COCOMs, Overseas Afloat, FLC, CENTCOM, CTF, Overseas Shore (if not been)	2nd Warfare Qualification, Competition, Operational Platform Diversity, IA, TVST
	14			
	13			
	12	Shore: CONUS, OCONUS, JOINT	Tours in Sup Chain, Acq, OPLOG, STAFF, Subspecialty Assignment, SYSCOM, COCOMs, JTF J4 Staff, DLA, NATO HQ, FLC, WSS	Overseas, Joint Experience, DAWIA LVL III, IA, Payback Tour, TVST, Competition
	11			
	10			
LT	9	PG School	NPS or Civilian Institution Alternative	Masters Degree, JPME I, Subspecialty Assignment
	8			
	7			
	6	Shore: CONUS, OCONUS, Internship, Joint Command	Subspecialty Development/Internships (NACO, BFM, ILS, IT, OPLOG)	Subspecialty Assignment, DAWIA LVL II, IA
	5			
	4			
LTJG	3	1st Operational Tour	Supply Afloat or other Operational Tour	1st Operational Tour, Warfare Qual, Competition
ENS	2			
	1			
	0			

Additional information on types of tours can be found in
IT'S YOUR EXPERIENCE

Directory

NAVSUP OP / PERS 4412 Directory

Director, Supply Corps Personnel (OP)	901-874-4600
Special Assistant to OP (OPA)	901-874-4609
Management Analyst / PERS4412 Placement	901-874-4610
Administrative Assistant	901-874-4611
LPO/Detailing Assistant	901-874-3583
Director, Detailing Division (OP1)	901-874-4607
Special Assistant to OP1 (OP1A)	901-874-4608
Management Analyst	901-874-4602
LCDR Detailer / "Pit Boss"	901-874-4601
LT Operational & PG School Detailer	901-874-4627
LT Shore / Internship / Overseas Detailer	901-874-2936
ENS/LDO/CWO Detailer	901-874-4613
GSA Detailer / FTS Management Branch	901-874-4620
Director, Officer Plans (OP3)	901-874-4623
Deputy, Officers Plans / Reserve Programs	901-874-4621
Supply Corps Career Counselor	901-874-4624
Asst Career Counselor/Reserve Mgmt Analyst	901-874-4622
Program Analyst / Manpower	901-874-2193
Officer Diversity Program	901-874-3195
Accessions Officer / Internship Program	901-874-4273

BUPERS 3

Supply Corps Officer Community Manager	901-874-3189
Asst Supply Corps Officer Community Manager	901-874-3133
Director, Enlisted Plans Division	901-874-2823

NPC

Enlisted Rating Assignment Officer	901-874-3731
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[Click here](#) to view Supply Corps detailers' billet lists.



NAVY

Supply Corps

Supply Corps Personnel

NAVY PERSONNEL COMMAND (PERS-4412)
5720 INTEGRITY DRIVE: BLDG 791 RM C107
MILLINGTON TN 38055-4412

supplycorpscarerecounselor@navy.mil
901-874-4611

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<http://www.public.navy.mil/bupers-npc/Pages/default.aspx>