

## Admin Officer Guide: Communicating With the Detailer

### INTRODUCTION

The Admin LDO/CWO detailer (PERS-414A) plays a crucial role in the career of every 6410 and 7411 officer. Only the detailer has access to our community's current requirements (billets) and inventory (bodies) and it is the detailer's responsibility to fit/fill billets and bodies guided by the detailing triangle: (1) the needs of the Navy, (2) your career needs, and (3) your personal needs and desires. For the detailer to accomplish this task, it is imperative that you communicate early and often. Communicating early is not the detailer promising you any specific billets; there will simply be a general discussion regarding your billet history, community expectations with regard to the types of billets required at specific paygrades, and the types of billets missing from your profile/billet history.

### OVERVIEW

Detailers operate under many constraints. They must abide by regulations, which range from the Military Personnel Manual (MPM) and Joint Travel Regulations (JTR) to internal Distribution Guidance Memorandums (DGMs). Filling priorities is driven from the top down, and as you might expect, operational billets have the highest priority. With that being said, detailers are only authorized to fill valid, fully funded billets within our designators.

### ADMIN OFFICER ACTION

Get Real, Get Better. Frank and candid discussions concerning career and tour planning with your family are a must. Establish appropriate expectations with your family before you start talking with the detailer. Setting expectations requires homework - the answers are found in the SECNAV-approved community brief and the career pattern sheets. Ask yourself: What kinds of jobs are/should you be looking for? Are you willing to move anywhere for your next job or do you prefer to stay in a particular location which may be detrimental to your career? Are you willing to take a 12-month unaccompanied tour in return for a bundled detail to get you back to your preferred location, etc.? Is your exceptional family member (EFM) status up to date (if applicable)? The MPM 13XX series of articles are an additional resource for planning purposes.

Email is the preferred communication method. Communicating via email allows the detailer time to review your record and provide fruitful insight that can also help you better plan your career. Email as often as you need, but be concise. For example, "I am 13 months from my PRD and desire a Flag Sec or other career enhancing billet in Norfolk for my next tour. DC or anywhere else on the east coast would also be good. I have two children in high school in Norfolk and plan to let them graduate (the last in spring '25) from their current school. I have looked at the on-line list of billets and believe XYZCOM Flag Sec would be a good fit for my career path." Please keep in mind that although this is your desire, timing may not work for a specific billet or location – we must remain flexible.

Other things to consider when communicating with the detailer:

- The detailer will not discuss personal information on another officer with you – do not ask.
- Volunteer for nominative billets rather than being asked. As a reminder, when we commission Admin LDOs, Flag Sec billets are part of our career path. The detailer is required to provide either one or three qualified candidates to fill certain 6410 positions per MPM guidance. Per the community brief and career pattern sheets, you should expect to serve in such positions, both to meet the needs of the Navy and for your own professional development. Additionally, all LDOs

and CWOs should have an official biography prepared and ready for submission at any time. In short, as we climb the rank ladder, our scopes of responsibilities and diversity with assignments should grow.

- While there is no hard/fast policy attached to remaining in the same location (homesteading) for multiple tours, officers who are able and willing to move to various locations will have more opportunities to attain community-valued tours and gain broader experience across the Navy.
- Flag Officers are not detailers. Occasionally, Flag Officers will “by name request” (BNR) a particular officer to their staff on their own initiative (this is the right way). At other times, BNRs are generated at the prompting of the officer concerned (this is the wrong way). While BNRs sometimes make sense, they come with “costs” that are not obvious to the officer being BNR’ed. Often and regrettably, BNRs disadvantage other officers and the Admin LDO community at large. As the Admin Board of Directors (BOD) has an interest in promoting the health of the community, CDR Katherine Vester (PERS-414) informs the BOD concerning BNRs submitted for 6410 or 7411 officers.
- If there is a conflict with your detailer, bring the matter to CDR Vester’s attention ([katherine.vester.mil@us.navy.mil](mailto:katherine.vester.mil@us.navy.mil)). Allow her to attempt to remedy the matter. She will gather all pertinent data, assess the matter and your record, and provide mediation/resolution regarding the issue. This process is not a channel for members to circumvent the normal detailing process, but will allow a sensible resolution for the matter at hand.
- Mentorship in our community is critical. Choose your mentors carefully. Often the most senior or the smartest 6410 or 7411 does not have all the answers. Our jobs and missions change, and what is true today may not be so tomorrow. Gratefully accept advice from those you respect, but do not accept that advice as gospel. If a mentor recommends taking the easy path, you may want to find another mentor.

## REFERENCES

MILPERSMAN 1301-202: Nominative Billets/Nomination of Officers  
[mynavyhr.navy.mil/Portals/55/Reference/MILPERSMAN/1000/1300Assignment/1301-202.pdf?ver=QJ7KJBpspK3k1jG23Z9J4w%3d%3d](https://www.mynavyhr.navy.mil/Portals/55/Reference/MILPERSMAN/1000/1300Assignment/1301-202.pdf?ver=QJ7KJBpspK3k1jG23Z9J4w%3d%3d)

MILPERSMAN 1301-219: LDO and CWO Assignments  
[mynavyhr.navy.mil/Portals/55/Reference/MILPERSMAN/1000/1300Assignment/1301-219.pdf?ver=kzBELGXU63undwroAVz9Lw%3d%3d](https://www.mynavyhr.navy.mil/Portals/55/Reference/MILPERSMAN/1000/1300Assignment/1301-219.pdf?ver=kzBELGXU63undwroAVz9Lw%3d%3d)

MILPERSMAN 1321-040: Detail of Chiefs of Staff, Executive Assistants, Flag Secretaries, Flag Lieutenants, and Aides  
[www.mynavyhr.navy.mil/Portals/55/Reference/MILPERSMAN/1000/1300Assignment/1321-040.pdf?ver=1CgX71YUxqrCQA8OpbPddQ%3d%3d](https://www.mynavyhr.navy.mil/Portals/55/Reference/MILPERSMAN/1000/1300Assignment/1321-040.pdf?ver=1CgX71YUxqrCQA8OpbPddQ%3d%3d)

### Community Brief

[www.mynavyhr.navy.mil/Career-Management/Boards/Active-Duty-Officer/Community-Briefs/](https://www.mynavyhr.navy.mil/Career-Management/Boards/Active-Duty-Officer/Community-Briefs/)

### Career Pattern Sheets

[www.mynavyhr.navy.mil/Career-Management/Community-Management/Officer/Active-OCM/LDO-CWO/Career-Pattern-Sheets/](https://www.mynavyhr.navy.mil/Career-Management/Community-Management/Officer/Active-OCM/LDO-CWO/Career-Pattern-Sheets/)

*This guide is published under the direction of the Administrative Limited Duty Officer/Chief Warrant Officer Board of Directors (BOD) and reflects the BOD’s collective recommendations.*